

## **Job Title: Procurement Officer (Tendering)**

### **Responsibilities:**

- Manage the end-to-end tendering processes for procurement of services and products in accordance with the Company standard
- Handle tender preparation, submission, enquiry and other administration related work independently
- Liaise with internal & external parties regarding tender related issues
- Manage own workload & multiple tenders' timelines to ensure all tendering deadlines are met
- Follow up post-tender related work
- Maintain a complete record with updated status for each tender at all time
- Assist in coordinating various procurement projects & other initiatives

### **Requirements:**

- Degree holder in Procurement, Business Administration or related disciplines
- At least 2 years of hands-on experience in the tendering administration processes
- Prior experience in government / public sector organizations is an advantage
- Respect confidentiality, organized & detail-minded
- Good communication skills and high level of accuracy
- Able to work independently & under tight schedule

*Interested parties please send your full resume stating present & expected salary to HR Department by email to [hr@asiaworld-expo.com](mailto:hr@asiaworld-expo.com).*

*Personal data collected will be used for recruitment-related purpose only.*

*AsiaWorld-Expo Management Limited is an equal opportunities employer.*