

Job Description: Procurement Officer / Senior Procurement Officer

Role Description

Handle daily procurement activities including PO issuance and follow-up, vendor negotiation and cost management.

Responsibilities

- Provide standard procurement services including vendor sourcing and management, quotation, tendering, price comparison, supplier negotiation, PO issuing and fulfilment
- Understand requirements from business and service teams and search proactively from the market to find out the best offerings for the Company.
- Data maintenance and generate reporting
- Provision of assistance for Tendering Process
- Assist in coordinating various procurement projects and other initiatives

Requirements

- Degree or Higher Diploma holder in Business Administration, Procurement, Supply Chain, Statistics or related discipline
- 2 years of experience in procurement and vendor sourcing; exposure in facility management, exhibition organization or building services a plus.
- Good command of both written and spoken English and Chinese
- Ability to think, adapt, and react in high-energy and fast-paced environment
- Strong interpersonal skills and capable to work effectively with people from different departments
- Outgoing character with strong interest and Can-Do attitude to explore new sources and liaison with new people
- Highest level of integrity
- Proficiency in MS Office especially Excel or Visio a plus
- Candidates with open tendering experiences will be an advantage
- Candidates with more experiences will be considered as Senior Procurement Officer

Interested parties please send your full resume stating present & expected salary to HR Department by email to hr@asiaworld-expo.com.

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

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