

JOB DESCRIPTION

Job Title: Purchasing Officer / Asst. Officer

Job Category: EX02

JOB SUMMARY

Assist in purchasing of direct and indirect materials. Liaise with various departments on incoming schedule dates and documentation requirements.

JOB DUTIES & RESPONSIBILITIES

1. Verify requisition raised for purchase of indirect materials, machinery, equipment parts, etc. by checking authorized signatory and terms upon submission from other departments
2. Input the requirements for purchases of direct materials into SAP upon receiving information from Planning Department or superior. Generate the Purchase Requisition from SAP system to obtain authorized signatory.
3. Update the target/substrate daily delivery schedule and inform all parties concerned
4. Check invoices from vendors/forwarders and distribute to parties concerned for verified signatory and submit to Accounts Department for payment
5. Update Planning Department with regards to incoming schedule and co-ordinate with the forwarder on the Bill of Lading, shipping invoice / profit and loss for custom clearance and cargo release.
6. Ensure compliance to ISO standard operating procedures.
7. Source for new supplier/alternative parts, equipment
8. Negotiate and obtain best price to meet cost target
9. Any other duties as assigned by superior.

JOB SPECIFICATIONS

Qualification

Degree or Diploma in Business, Purchasing, Engineering or Logistics Management

Experience

1. Fresh Degree holders with at least 1 year relevant experience in Manufacturing industry
2. Diploma with at least 3 years' relevant experience in Manufacturing industry

Skills Required

1. Proficient in Microsoft Office and SAP applications
2. Possess good interpersonal, communication & negotiation skills
3. Proficient in Japanese language will be an added advantage (Not a Must)

Others

N/A