



# **Interflour Group**

## **Job Description**



## Job Description

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| <b>JOB TITLE</b>                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Non Commodity Sourcing Assistant Manager (High Spend Category)                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>DEPARTMENT / UNIT / COUNTRY</b>                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Procurement/IFV/Vietnam                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>REPORTING TO</b>                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Head of Procurement (Vietnam)                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Role</b>                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p>The position plays an important role in sourcing, reduce supply risk, control cost and upkeep cost competitiveness in challenging business environment. The ability to leverage and analyse high-volume and/or contract purchases and developing long-term partnerships with a select group of suppliers capable of providing quality products and services at low costs are paramount.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>MINIMUM REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Education / Experience</b>                                                                                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>• Prefer a degree in Business, Economic, Logistics, or relevant fields.</li> <li>• Min 3-5 year(s) experience as a Sourcing and/or Sale role.</li> <li>• Experienced in as packaging category buyer or managing sale account.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Specific Skills (Knowledge, skills and abilities)</b>                                                                                                                                                                                                                                                                                                                                       | <p><b>Functional skills:</b></p> <ul style="list-style-type: none"> <li>• Good understanding of flour industry and products or equivalent.</li> <li>• Good (soft skills) communication skills require to interface and manage relationship with suppliers.</li> <li>• Good analytical, negotiation and networking skills.</li> <li>• Good verbal and written communication in English and Vietnamese language.</li> <li>• Experienced user of e-sourcing; e.g., Alibaba / Aliexpress sourcing site.</li> <li>• Experienced user in SAP environment.</li> <li>• Experienced user of MS Excel (vlookup, pivot) &amp; BI (analytics report) tool.</li> <li>• Some travels to meet vendor or attend trade fair in Vietnam or oversea.</li> </ul> |

**AREAS OF RESPONSIBILITY (AOR)**

**Header**

**Definition**

**IN ORDER TO, what results**

- Responsible for sourcing of high spend purchase items; specifically, high volume packaging, additive, consumables, and critical spare parts
- Scope include new market source, evaluate, negotiate and benchmark price and quality from existing suppliers in both local and oversea.
- Evaluate vendor's quotation to ensure that they are in line with the technical and commercial specifications.
- Manage contract on the high spend purchase items, to ensure price, quality and delivery performance and other commercial terms are adhered to
- Advise internal and external on issues regarding purchasing Terms & Conditions.
- Resolve supply, quality, service and invoicing/contractual issues with vendors.
- Evaluate supplier performance based on quality standards, delivery time & best prices and ensure all the requirements/criteria are met.
- Perform Annual pricing trend analysis and Performance Review on key vendors.
- Undertake any other ad-hoc procurement duties as assigned.