



Interflour Group

Job Description



Job Description

JOB TITLE	
Purchasing Executive	
DEPARTMENT / UNIT / COUNTRY	
Purchasing/ IFV/ Ho Chi Minh - Vietnam	
REPORTING TO	
Manager	
Role	
The role of this job is to track out & purchase correctly required goods/items which assigned by the superior at the most reasonable, and to initiate in all cost efficiency and saving cost projects.	
MINIMUM REQUIREMENTS	
Education / Experience	<ul style="list-style-type: none"> • University graduated, major in Business Administration or related field • 3 - 5 years' experience in the foreign manufacturing companies applying SAP
Specific Skills (Knowledge, skills and abilities)	<p>Functional skills:</p> <ul style="list-style-type: none"> • English proficiency (equivalent to TOEIC 600) • Good computer skills (MS office) • Strong oral and written communication skills. • Strong interpersonal skills. • Strong problem solving and analytical skills. • Ability to work under pressure. • Knowledge of the manufacturing management such as production and inventory control, and standard cost systems. • Logistics knowledge • Must have SAP experience

Job Description

AREAS OF RESPONSIBILITY (AOR)

Header

Definition

IN ORDER TO, what results

Purchase Order Processing

- Source potential and direct suppliers for the needs e.g. Producers, Manufacturers, Distributors...
- Appraise and shortlist qualified & right suppliers
- Perform Purchase Requisition allocated by Superior
- Obtain and select offers by evaluating among suppliers involved
- Prepare contract to minimize the risk for the company
- Specify requirements and plan supplying in the right time and right quantity at the most reasonable cost
- Contact with Requester/User to verify quality, spec, quantity and lead time, etc.
- Request sample for testing, Mill Test Certificate, technical specification to review
- Negotiate price and contractual terms, propose supplier and place Purchase Order in system
- Arrange payment/ down payment (if any) and support for Capex approval
- Follow up delivery and collaborate with Users, Warehouse for goods/services inspection
- Coordinate with Requester/User or Storekeeper to solve purchasing problem occur if any
- PRs & POs updated weekly and monthly
- Cost savings
- Prepare data & docs for ISO audit purpose

Import items

- Work with oversea suppliers to obtain Pro-forma invoice
- Arrange TT or open L/C to supplier
- Contact frequently with suppliers to follow up shipment schedule to avoid unknown delay shipment
- Push suppliers for shipping document and collaborate closely with Logistics Team for custom clearance to release goods and prepare for tax payment

Repair & Maintenance/ Construction:

- Arrange and guide Contractor surveys premise for actual overview
- Work out with Requester/User for IFV Scope of Work (SOW)
- Verify with Maintenance for technical aspects
- Verify with HSE for safety requirements/ issues
- Work out with Contractors for contractor's Scope of Work and Safety Working Method (SWM)
- Collaborate with Requester/User, Maintenance, HSE and Contractor to verify SOW & SWM.