



# **Interflour Group**

## **Role Clarification Form**



## Role Clarification Form – Internal Use Only

IDENTITY		
<b>Organisation/ Country</b> Interflour Vietnam	<b>Department/ Unit</b> Purchasing/IFV Cai Mep	<b>Date</b> 02 Jan 2018
<b>Position:</b> Purchasing Coordinator	<b>HR (1<sup>st</sup> Level)/ Supervisor</b>	<b>Approval</b>
<b>Supervisor's Position</b> <b>Definition of Supervisor:</b> Manager	<b>HR (Final Approval)</b>	<b>Approval</b>
PURPOSE (Why does the position exist, with what objectives and within what limits)		
<ul style="list-style-type: none"> <li>- To track out &amp; purchase correctly required goods/items which assigned by the superior at the most reasonable.</li> <li>- To initiate in all cost efficiency and saving cost projects.</li> </ul>		
SCOPE		
<b>Financial</b>	<b>Non-Financial</b>	
	No of subordinates (direct): >20 No of subordinates (indirect):	
OPERATING NETWORK		
<b>Internal</b>		<b>External (Outside SCM)</b>
<b>Within function</b>	<b>Outside of function</b>	
<ul style="list-style-type: none"> <li>• Managers</li> <li>• Requestors</li> <li>• Direct Reports</li> </ul>		<ul style="list-style-type: none"> <li>• Suppliers</li> </ul>

## Role Clarification Form

<b>JOB TITLE</b>	
Purchasing Coordinator	
<b>DEPARTMENT / UNIT / COUNTRY</b>	
Purchasing	
<b>REPORTING TO</b>	
Manager	
<b>Role</b>	
<ul style="list-style-type: none"> <li>- To track out &amp; purchase correctly required goods/items which assigned by the superior at the most reasonable.</li> <li>- To initiate in all cost efficiency and saving cost projects.</li> </ul>	
<b>MINIMUM REQUIREMENTS</b>	
<b>Education / Experience</b>	<ul style="list-style-type: none"> <li>• University graduated, major in Business Administration or related field</li> <li>• 2 - 3 years' experience in the same field (Manufacturing)</li> </ul>
<b>Specific Skills (Knowledge, skills and abilities)</b>	<p><b><u>Functional skills:</u></b></p> <ul style="list-style-type: none"> <li>• English proficiency (equivalent to TOEIC 600)</li> <li>• Good computer skills (MS office)</li> <li>• Strong oral and written communication skills.</li> <li>• Strong interpersonal skills.</li> <li>• Strong problem solving and analytical skills.</li> <li>• Ability to work under pressure.</li> <li>• Knowledge of the manufacturing management such as production and inventory control, and standard cost systems.</li> <li>• Logistics knowledge</li> <li>• SAP experience is a plus</li> </ul>

**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.