

Procurement Officer (HRD-R015-10)
Building Technologies, Asia Pacific

Responsibilities:

- Responsible the negotiation by an advance skills with EMS suppliers
- Closely to work with project team and perform RfQ/RfP during project phase with details costs analysis and initial proposal
- Responsible for the team's PR and release PO to supplier by SAP, follow up the PO with EMS suppliers to ensure on-time delivery
- Prepare critical measurement report & information
- Capable to prepare the contractual documents during project phases by existing template

Requirements:

Individuals who meet the following requirements or possess the equivalent combination of competence and experience are invited to apply:

- Degree or above in Procurement, or related disciplines
- At least 4 years' solid experience in Strategic Procurement (material costs of electronics and mechanic and related data analysis), preferably gained from MNC
- Experience in SAP (or MRP/ ERP system) of Procurement module preferable
- Strong understanding of the overall procurement activities and related processes
- Excellent communication skills to collaborate with international team.
- Good team player, self-initiative and result-driven
- Well-versed in all MS Office applications such as Word, Excel, PowerPoint, etc,
- High proficiency in written and spoken English, Mandarin and Cantonese