

Procurement Executive

Penang, Malaysia

JOB DESCRIPTION

Responsibilities:

Commodity Management

- Custodian of one or more specific commodity.
- Work with Corporate Procurement to achieve a synergism commodity strategy.

Supply Management

- Maintain a balance supply base, taking into account total cost, availability and risk
- Drive Item localization to achieve balanced supply
- Assist SCO to locate or expedite short parts for selected critical incidence.

Supplier Management

- Lead the qualification of new supplier process
- Set up the new supplier, including review and negotiate various agreement
- Maintain an optimal portfolio of supplier that match our business nature
- Continual monitor supplier performance and risk

Cost Management

- Continually look for, formulate and execute tactical activities for commodity cost reduction
- Work with KAM on BOM cost reduction
- Propose alternative or approved new source to achieve better cost

RFQ /NPI Management

- Get quote from approved supplier for BOM in QuoteWin or offline BOM.
- Validate supplier quote, negotiate for best offer and shortlist potential suppliers
- Request sample for NPI project, liase with IQA on the first article submission
- Propose alternatives or local source where applicable to achieve lowest cost

General Management

- Execute policies and strategies of Corporate Procurement
- Constantly monitor the market behaviour and act accordingly

Requirements:

Personal Attribute

- Strong negotiation skills, able to communicate in English both written and oral.
- Good interpersonal skills
- Cost conscious and sensitive to number
- Personal Integrity

Technical

- Knowledge in the related commodity market and sources
- Knowledge in the construction, built up, cost structure of the commodity

Academic

- Bachelor degree in any discipline
- Minimum 3 years' experience in procurement/sourcing function in a Contract Manufacturing or related industry.
- Excellent analytical and problem solving skills with the ability to lead and work effectively with cross functional teams.
- Excellent interpersonal, verbal and written communication skills.
- Strong ownership and commitment to task achievement and team goals.
- Self motivated and passionate in business process continuous improvement and innovation.
- Detail and result oriented individual.

Location:

The role is located at ESCATEC's corporate headquarters in Bayan Lepas, Penang, Malaysia.

Contact:

Please send your cover letter, resume/CV, copies of diplomas/certificate and a recent photo to:

Ms. GH Ho

HR Officer

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