



## About Us

MPH is a leading technical and engineering staffing services providers to Oil and Gas, Power, Nuclear, Railway, Mining and Metallurgy, Aerospace, Defense and Telecommunications industries worldwide. MPH has over 1,200 engineering professionals employed in various challenging jobs in 54 countries in Europe, Middle East, Asia and Africa. It specializes in Talent Acquisition, Immigration, Payroll & Taxation, Training and full Logistics Assistance.

## Commercial & Logistics Manager

### Scope of work

#### Procurement & Logistics function

- Identify potential supplier for required products/ solutions
- Perform cost analysis, price negotiation & make recommendation to management
- Subcontract preparation & negotiation
- Monitor supplier delivery, product quality and take remedial action whenever necessary
- Prepare annual budget & periodic forecast on procurement related KPIs
- Prepare & submit all procurement related reports on regular & ad hoc basis
- Identify performance gap & propose remedial action

#### Commercial PM function

- Creation and control of all commercial documents, e.g. receive/payment plan, carrying charges, liquidity plan and duly assignment and controlling of revenues/costs (e.g. actual costs-accumulate, non-conformance costs).
- Monitoring of customer payment, according to the payment plan and adequate invoicing
- Ensure correct project accounting in coordination with Accounting department
- Processing Letter of credits, Bank Guarantee, etc. in conjunction with the project management teams
- Controlling and handling of supplier payments including accounts payable
- Handling foreign exchange hedging for projects
- Creation and control of the monthly forecasts e.g. sales, gross profit, business assets, funds tied down in current assets, offer calculation, cost controlling, jointly with the Project Manager.
- Maximise project and business profitability throughout the project lifecycle delivered through professional commercial management.
- Logistical coordination of the project (transport, customs duties, taxes, licenses, etc.) and creation of export documents
- Support and control of the claim management jointly with the Project Manager (dependent on the assignment of the claim manager role)
- Coordination and establishing of documentation including creation of project in SAP and relevant documents.
- Involve in month-end closing, ensuring all the revenue, cost, accrual, etc. are captured in the financial statement.

- Interact with external auditors

### **Requirements**

- Degree in Supply Chain Management, Procurement, Business Administration, Finance or related discipline
- At least 5 years of relevant experience with knowledge of project environment
- Basic Project Management skill
- Good knowledge of PC applications such as MS Word, Excel and PowerPoint
- SAP knowledge

Should you interested in this position or have enquiry more info please send email to Pathoo (Ms.) Urailert at [purailert@mphglobal.net](mailto:purailert@mphglobal.net)