

JOB DESCRIPTION

Purchasing Manager

Roles and Responsibilities:

- Develop purchasing policies, procedures, best practices and system, lead change management and continuous improvement.
- Negotiates and administers purchasing contracts with suppliers to monitor and ensure commercial and service level terms are respected and challenged
- Gather key data, identify and report KPI and conducts a cost analysis to determine or improve purchasing action plans. Analyzes the market situation to assess the present situation, forecast future material availability, and purchasing price. Prepares productivity budget to be presented to the management and update data in purchasing performance tracking Group system.
- Proactive liaisons with other functions to capture needs and stakeholders/shareholders to determine and execute purchasing related actions
- Lead the preparation of specifications documents to support request for quotation and proposal in line with budget and needs of users, seek and propose alternatives and innovations that could yield into productivity or quality improvement
- Explore the market to source and assess best vendors in terms of the best product or service value, delivery schedules, and quality, locates those vendors, make contact and interviews them in order to determine product availability, terms of sales and potentiality or business relation. Build market knowledge overviews best practices, price trends, new products, and related working processes to establish purchasing strategies.
- Verifies and validate purchase requests and orders compliance and relevance. Controls and review accurate records of goods ordered and received
- Support discussions on purchased goods or services issue with stakeholders to determine causes and corrective actions, Reviews and handles claim, process with suppliers and/or contractors in company best interest. Track and report any risk issue.
- Challenge and Manage team performance, prepare and monitor annual division budget and individual performance interview. Ensure that all processes and procedures are in line with Group compliance. Take on new duties related to purchasing assigned by Management.

Qualifications

- Bachelor's degree in Engineering and/or business school with purchasing major or experienced
- At least 5 years practical experience in purchasing or sourcing supply activities with additional 2 years management responsibility preferable
- Experience in manufacturing and industrial environment and/or with multinational company will be advantage.
- Strong negotiation, analytical and planning skills
- Strong communication and interpersonal skills
- Leadership ability and good team player
- Detail and quality oriented
- Good command of spoken and written English
- Strong negotiation, analytical and planning skills

This position can be based both Bangkok office at Ploenchit or at the Factory located in Samutprakarn, Bangna-Trad road (K.M 16.5) up to his/her decision, while 2 subordinates based at the factory

The candidates can send their applications to:
kvanchanok.srisung@zuelligindustrial.com