



Agensi Pekerjaan Career & You Sdn Bhd

Career & U is an established Executive Search Company with superior track record for our existing portfolio of clients. Our existing portfolio of clientele, comprising a large number of companies (both local and multinationals), several of whom have been with us for many years.

As an Executive Search Company registered with Malaysia Ministry of Human Resources, Career & U has been providing services to multinationals and local corporates on a nationwide and regional basis. Our Executive Search team was borne out of years of experience in the recruitment field and inspired by a genuine desire to constantly improve our level of service to a growing number of clients. We search and identify quality candidates according to our clients' criteria and place such candidates on a temporary, permanent and contract basis with our clients.

Our client is one of the major and leading fast moving consumer goods company in Malaysia. This multi national company is currently seeking candidates for the following position.

Procurement Manager (Selangor)

Responsibilities:

- The primary role is to direct report to Head of Procurement Manager.
- To perform the day-to-day procurement operations in an effective and efficient manner within the policies & procedures set by Company.
- To diligently follow up on purchase requisitions raised by users and as assigned by the superior.
- To procure the right quality & quantity of materials and/or services from the right source at the right time with the right price & terms.
- Liaise with other departments on all issues related to procurement matters.
- Follow up on shipment clearance for overseas items.
- Maintain proper documentation & filing system to allow effective audit trails.
- To delegate, supervise & train subordinate where relevant.
- To identify new sources, develop & manage relationship with vendors.
- To demonstrate highest level of professionalism, integrity & impartiality to all existing & prospective vendors of Company.

- Performed any other tasks assigned by the superior from time to time.

Requirements:

- Degree with min 10 years working experience (min 5 years managerial experience) in any procurement operations, solicit bids, negotiate to secure the most competitive prices & terms, prepare purchase orders or contracts/ agreements, expediting delivery, shipment clearance at sea / air ports, sourcing of new vendors, new vendor assessment, existing vendor performance monitoring & evaluation, maintain & upkeep SAP purchasing system, maintain proper filing/ documentation for effective audit trail, prepare monthly procurement reports
- Train & develop subordinate(s) where relevant
- Proficiency in verbal & written English language and Mandarin is a must.
- Excellent skills in managing customer relationships and solution based selling
- Strong analytical, communication, problem-solving and collaborative leadership skills.