

**Job Description (JD)
Senior Purchasing Executive**

KEY FUNCTIONS:

- Prepare price comparison and negotiate favourable payment terms before proceeding with order.
- Secure the prices before price increases to ensure cost saving and effective budget management.
- Meet the vendor MOQ and get more price discount.
- Create database to update vendor details to efficiently store, retrieve and manage the information.
- Update Pre-order and Post-order Purchasing Management list.
- Regularly update both current price and price history to accurately track changes and trends over time.
- Evaluate AVL suppliers on a yearly basis.
- Review EP payment term, service and delivery term before vendor performance evaluation.
- Understand internal customer needs.
- Provide timely and efficient service.
- Develop and maintain strong relationships with internal customers.

JOB SPECIFICATION:

- Diploma in Business Studies / Administration / Operation Management / Electrical & Electronics Engineering or equivalent.
- At least 5 years of related working experience in leading project purchasing activities especially in technical or engineering related industry.
- Knowledge in project purchasing: Strong understanding of project purchasing processes, contract management, negotiation and supplier management.
- Project management skills: Experienced in managing multiple projects and familiar with project management tools and techniques.
- Technical knowledge: The ability to understand the technical requirements of the project.
- Financial acumen: The ability to manage project budgets and cost estimation.
- Work location is in KL.