



## PR/122396 | Procurement Managere

### Job Information

**Recruiter**

JAC Recruitment Indonesia

**Job ID**

1506488

**Industry**

Civil Engineering and Construction

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

November 26th, 2024 10:19

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### Job Responsibilities:

- Responsible for and plans, organizes and manages the procurement process for all projects.
- Ensures that the procurement process is in adherence to company and client requirements, company policies and procedures to ensure successful delivery of project requirements.
- Interface with other BPI departments and vendors for all matters related to the procurement of Projects materials, equipments and services scope.
- Develop in conjunction with Project Managers/Site Managers the Project Procurement Plan and Execution Strategy for individual Projects.
- Handle and manage Project RFQ's, commercial evaluations, PO award and PO administration to final delivery and PO close out.
- Oversees all Procurement activities associated with the effective purchasing of Project requirements by the

Procurement Department in accordance with Project or end user schedules, specifications and budgets.

- Provide procurement support for bids, and when necessary, participate in bid reviews and evaluations.
- Develop and maintain a commercially sound vendor base, survey the market for new supply sources including non-traditional ones and maintain Project "Approved Vendor List".
- Evaluate vendor performance on continuous basis.
- Monitor and review market conditions and price & delivery trends for Project materials and equipments.
- Provide support to project cost controls in procurement related activities, bid versus buy analysis and the preparation of cash flow plans for project purchases orders.
- Provide project procurement reports as necessary and undertake tasks, activities and assignments.
- Ensure procurement processes are initiated and maintained in Company's ERP/SAP systems; asses upgrade requirements to the current ERP/SAP systems and take a lead role in setting development requirements.
- Identify training and OD needs for the Procurement team personnel and undertake performance appraisals.

#### Job Requirements:

- Min Degree in Engineering or Masters in Business Administration.
- Min 7 years relevant experience in a similar role preferably in Construction Industry.
- Experienced in setting up of a Functional Procurement Team/Department, establishing workflows, operating procedures, and establishing job descriptions for the team members.
- Possess strong knowledge on procuring technical equipments/materials for EPC industry.
- Demonstrate strong interpersonal, communication and presentation skills.
- Strong analytical and problem solving skills and meticulous.
- Mature, proactive, resourceful, hands-on with good initiatives and ability to leverage organizational resources.
- Able to work fast under pressure and willing to make tough decisions.
- Computer literate and ability to work in ERP environment.
- Effective negotiation and coaching skills.
- Ability to manage multiple projects and priorities.
- Ability to function as a Purchasing Agent and/Subcontract Administrator.

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#### Company Description