



## PR/158349 | Supply Chain Executive

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1512430

**Industry**

Petrochemical, Energy

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

February 5th, 2025 11:01

### 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

Opening Job Opportunity to our client based in Pengerang Port.

Our client is an established gas manufacturing company.

Location: Pengerang

Days of working: 5 days work.

### JOB PURPOSE

Executes and drives the procurement strategy and activities at ASU RAPID, actively managing the spend and suppliers, in alignment with companies policies, targets and objectives. Safely supports plant reliability by ensuring services and materials are in place, whilst developing strong relationships with suppliers. Takes an active and early role in engaging with the business to identify and support opportunities to optimize cost (TCO).

## KEY ACCOUNTABILITIES

## 1. HSSE

Ensures suppliers and contractors follow the law, Company's HSSE policy, and all relevant HSSE standards within RAPID complex and Company's guidelines

## 2. Procurement

## PROCUREMENT STRATEGY &amp; GOVERNANCE

Supports development and leads implementation of Company's procurement plan, processes, SAP/SRM and procedures, in alignment with PGSSB LOA

Understands the business requirements and identifies opportunities for Procurement to deliver value and savings

Leverage the strength of the JV partners to get the best value for Company's

Develops, manages and is the custodian for procurement documentation

## SOURCING &amp; CONTRACT MANAGEMENT

Manages the procurement process, including sourcing, screening, bidding, commercial negotiations, award, expediting, contract management and the tender committee process. Is the primary interface with suppliers

Responsible for the creation and issuance of request for quotations to meet agreed schedules and business KPIs

Manages procurement related transactions in SAP and SRM

Timely conversion of all purchase requisitions into formal Purchase Orders and transmits to the respective vendors; manages delivery

Coordinates with end user and Finance where needed to promote smooth and accurate payment

Leads contract management and contractor/supplier performance management

## OPERATIONAL SUPPORT

Engages with end users and suppliers; implementing associated contracts required for Company's to achieve its operational goals, and where appropriate provides suitable levels of risk mitigation and prevention

Supports site audits and is responsible for close out of allocated corrective actions

Supports the establishment and maintenance of quality assurance systems

Supports ASU turnaround execution planning through engagement of suppliers

Supports Materials Cataloguing, Materials Requirement Planning (MRP), Stock Management (Stock Analysis & Stock Take) and Surplus Materials Management

## 3. Mindset, Behaviour and Culture

Ensures the code of conduct and business ethics policies are observed in all dealings with suppliers and business partners, fostering relationships based on mutual respect

Possesses a high sense of commitment, ownership, integrity and loyalty that contributes to PGSSB's operational excellence

## KEY INTERFACES

Senior & middle managers to ensure early involvement in major purchases

End-users to ensure price agreements are utilised and feedback is obtained on quality and usefulness, and supplier performance

Procurement team from JV partners for guidance, support, share experiences and learnings

Suppliers to ensure that we are maximising the value we get from the relationship

Potential suppliers to understand their value proposition and to maintain a competitive environment

Government agencies and authorities for licenses, permits, import documentations, etc.

## REQUIRED QUALIFICATIONS, EXPERIENCE, SKILLS &amp; BEHAVIOURS

Bachelor's Degree, preferably in Engineering, Supply Chain or Business

Experience in negotiations & influencing change successfully

Hands-on knowledge and usage of SAP and SRM tool is preferred

An understanding of the nature of the products/services to be procured as they are used in the company would be ideal

Minimum 2 years of leading/supporting procurement processes in a manufacturing organization

#### SKILLS

Able to work under pressure/perform to deadlines and solve problems

Commercial & legal awareness with project/Contract management ability

Able to leverage the support of the JV partners' organisation

Strong Commercial negotiation skills

Effective communicator (written & verbal in BM & English)

Computer literate (SAP, SRM, MSWord, Excel, PowerPoint)

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#### Company Description