

AGENSI PEKERJAAN SGR SDN BHD (Co. No. 1338397-X) **JTKSM 898C SIRI 0466**

Company Introduction:

Extensive manufacturing services include plastic injection mould design and fabrication, a wide range of injection tonnage and finishing processes, large scale production of printed circuit boards, automated assembly and final processes of packaging and logistics.

Office/Management Working day per week & hours

5.5 day (Alternate Saturday)

Mon - Friday: 8.20 AM-6.00 PM

Saturday: 8.20AM-12.30PM

Area: Johor

Company Benefit:

Annual Leave: 12 Days

Public Holiday: 14 Days

Additional: AWS / Bonus: Bonus & Incentive (Depend company profit)

Allowance: Night shift allowance for shift workers

Medical/Insurance benefits: Staff Insurance Benefits

Others: Parking /Uniform /Canteen/Birthday Gift

Title: Bussiness Development Sourcing Officer

Position: Manager

Salary Range: Rm2500-4400

No of Pax Require: 3 pax

Requirement

- Candidate must possess at least a Diploma or Advanced/Higher/Graduate in Business studies, Administration, Management or equivalent.
- At least 1 year(s) of working experience in related fields.
- Required skill(s): Literate in MS Office Word and Excel is a must, Good interpersonal and communication skill, Team player and positive problem solving.

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Job Description

1. Design appropriate report and monitor mechanism that clearly highlight cost savings achieved by supplier.
2. Validate supplier performance and concerns.
3. Advise internal and external parties on issues regarding purchasing Terms and Conditions, delivery lead time, minimum order quantity, and payment term.
4. Lead supplier negotiations, recommend supplier selection and encourage continual improvement.
5. Responsible to source and negotiate from both local and overseas vendors.
6. Evaluate vendor's quotation to ensure that they are in line with the technical and commercial specifications.