

## **PROCUREMENT ADMIN**

- Assist daily purchasing operations and price negotiation & sourcing
- Experience in inventory system implementation and allocation
- Manage supplies to meet production plans and customers' demands
- Generate monthly entries for Invoices, Credit Note, Debit Note etc
- Responsible for maintenance of filing system.
- Assist in any other Ad-hoc tasks when required

### **Requirements:**

- Candidate must possess at least a Diploma, Advanced/Higher/Graduate Diploma, Bachelor's Degree, Post Graduate Diploma, Professional Degree, any field.
- Level: Entry-level (Fresh graduate are welcomed)
- Computer literature
- Committed sense of urgency, responsible, hardworking, and willing to learn.
- Familiarity in management of account is preferred.
- Good negotiation and interpersonal skill.
- Willing to travel/work overseas if required by company

### **Additional Information:**

- Office Hours: Monday to Friday (9am - 6pm)
- Smart Casual Fridays
- Salary is negotiable depending on experience
- Welfare
- Social Security
- Health insurance
- Incentive
- Bonus
- Holidays
- Job Types: Full-time, Permanent