

## **Procurement Executive**

### **Responsibilities**

- Overseeing and supervising employees and all activities of the purchasing department.
- Preparing plans for the purchase of equipment, services, and supplies.
- Following and enforcing the company's procurement policies and procedures.
- Reviewing, comparing, analyzing, and approving products and services to be purchased.
- Managing inventories and maintaining accurate purchase and pricing records.
- Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.
- Maintaining good supplier relations and negotiating contracts.
- Researching and evaluating prospective suppliers.
- Preparing budgets, cost analyses, and reports.

### **Requirements**

- Candidate must possess at least Professional Certificate/Diploma/Advanced/Higher/Graduate Diploma, Bachelor's in Business Administration/Office Management and or equivalent
- Required language(s): Bahasa Malaysia, English, understanding of Mandarin/Cantonese will be an added advantage
- 2+ years of experience as a procurement officer or in a similar position
- Strong communication and negotiation skills
- Preferably Executive level specialized in Administration
- Ability to work under pressure and stakeholder's management
- Must be able to work independently
- Willing to work at KL Eco City

### **Additional Information**

- Office based in KL Eco City
- Walking distance to LRT Abdullah Hukum
- Office Hours: Monday - Friday, 9am - 6pm
- Smart Casual Fridays
- Benefits: Dental, Medical, Optical
- Parking Allowance