

Supply Chain Officer / Supply Chain Executive

UNISTEEL

Job Description

Manage and process purchase requisition to meet requesters' demand effectively.

- Engage in supplier sourcing, selecting and negotiating to constantly strive for competitive pricing for all purchases.
- Evaluate supplier capacity and ability to meet company's requirements and assure supply continuity.
- Liaise with logistic department on shipping documents to ensure accurate and smooth receiving into system.
- Liaise with finance department on invoices to ensure smooth payment processing.
- Updating various reports for management.
- Coordinating with logistics department for custom exemption application.
- Assist implementation of department procedures.
- Maintaining proper document control and filing system.
- Any other tasks/projects that may be assigned from time to time

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