



Executive Assistant Procurement Procurement (Facilities & Logistics)

Job description

Prepare contract signatory and archive in the system (F) Supplier database (ie. phase-in, update), price update in SAP (F) Delivery follow-up for open PO (F)

In your new role you will:

- Prepare contract signatory and archive in the system (F)
- Supplier database (ie. phase-in, update), price update in SAP (F)
- Delivery follow-up for open PO (F)
- Maintain/update report. Compose internal and external correspondences (F)
- Organize/support ad-hoc department/team activities, make appointments, conference, travel reservations, etc (F)
- Consolidate & handle all executive expense reimbursements & administrative duties (F)
- Hardcopy documents handling, ie. collection from reception counter, receive /return bank guarantee from/to supplier, etc (F)
- Provide secretarial support to the assigned Director, perform various secretarial administrative functions as required (F)
- Any other tasks as may be assigned by HoD or Manager/supervisor

Profile

You are best equipped for this task if you have:

- Diploma in any field of study.
- Handle confidential information with the utmost discretion.
- Excellent command of English, both verbal and written skills.
- In-depth knowledge of MS Office application software ie. Words, Excel, PowerPoint etc
- Excellent human relation skills
- Organization skills (ie. small/occasional activities at department/team level)
- Able to handle pressure in meeting deadlines with ease & deal with related authorities in a professional manner

At a glance

Location: **Kulim (Malaysia)**
Job ID: **333857**
Start date: **Jan 03, 2022**
Entry level: **1-3 years**
Type: **Full time**
Contract: **Permanent**

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