



Specialist Procurement

Job description

In this role, you will carry out all purchasing activities for facilities, and indirect commodities, and provide support to business functions by securing the supply of products/services, ensuring purchases are value-for-money and cost-effective.

In your new role you will:

- **Carry out all purchasing activities** (including sourcing, pricing and contract negotiations, PO processing, and delivery follow-up with vendors) **for facilities and indirect commodities**.
- **Provide support to business functions** by securing the supply of products /services, ensuring purchases are value-for-money and cost-effective.
- Experienced in **handling different levels of internal stakeholders/end users** on a day-to-day basis.
- Experience in **managing suppliers** to ensure no disruption to business operations at all times.

Profile

You are best equipped for this task if you have:

- Min. Diploma in Business / Technical background with **1-4 years of experience in purchasing**.
- Excellent written and verbal **communication and negotiation skills** with proven track records.
- Good experience in using **Microsoft Office application**.
- Candidate with **SAP S/4 Hana and SAP ARIBA** experience is added advantage
- Proficient in English (verbal & written).
- Fast learner, willing to learn, and able to work well at all levels.
- Ability to work in a **fast pace environment with eyes on details**.

Benefits

- **Batam:** Coaching, mentoring networking possibilities; Wide range of training offers & planning of career development; International assignments; Different career paths: Project Management, Technical Ladder, Management & Individual Contributor; Medical Coverage; On-site social counselling and works doctor; Health promotion programs; On-site canteen; Wage payment in case of sick leave; Flexible transition into retirement ; Performance bonus

At a glance

Location: **Batam (Indonesia)**
Job ID: **351963**
Start date: **as soon as possible**
Entry level: **1-3 years**
Type: **Full time**
Contract: **Permanent**

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