



Contract - Buyer (1 year contract)

Job description

As the buyer of the team, you are responsible for all purchasing related activities, mainly focusing on indirect commodities. This is a 1-year contract.

In your new role you will:

- Carry out **all purchasing activities (include sourcing, pricing and contract negotiations, PO processing, delivery follow-up with vendors)** for indirect commodities. (Eg. Insurance, Consulting, HR services)
- Support business functions by **securing supply of products / services, ensuring purchases are value-for-money and cost-effective**
- **Manage SOP topics** (eg. audit coordination, maintenance and data cleansing of supplier management database etc)
- Support the team in collation for monthly KPI reporting
- **Handle different levels of internal stakeholders / end users on day-to-day basis**

Profile

You are best equipped for this task if you have:

- Min. Diploma in Business / Technical background with **3-5 years of experience in purchasing with high focus on indirect purchase**
- **Candidates with background in Strategic and Operational Process (SOP) preferred**
- Excellent written and verbal communication and negotiation skills with proven track records
- Good experience in **using Microsoft Office application**
- **Candidate with SAP MM – PUR knowledge would be advantageous**
- Proficient in English (verbal & written)
- Fast learner with eyes on details, willing to learn and able to work in a fast pace environment
- This is a 1-year contract position

At a glance

Location: **Singapore**
Job ID: **39812**
Start date: **Dec 09, 2019**
Entry level: **1–3 years**
Type: **Full time**
Contract: **Temporary**

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