



## Contract - Procurement Specialist

### Job description

Are you interested in forging a career within an international and fast-paced company? Do you have a strong analytical mind and attention to details? We welcome you to join our Procurement Operations team, where you will be providing support in the areas of price maintenance, reporting & forecasting, supplier management, and solving procurement related issues. If you are ready to embrace challenges and able to commit to a 12-month contract period, apply today to find out more!

In your new role you will:

- Maintain quarterly / ad hoc purchase info record update in **SAP**
- **Data preparation for negotiation / reporting & forecasting**, and verify accuracy of prices to ensure gap closure
- Provide loading **allocation, purchase requisition; forecast price** and execute request for quote (RFQ) for new variants
- Translate operation KPIs to supplier scorecards for supplier ranking
- Conduct bi-yearly EUC checks for **export compliance and enforcement**
- **RFQ, negotiation and purchases** of indirect material, spares and maintenance consigned equipment at subcon
- Raise **request contracts / scheduling agreement** for purchases without material number
- Daily troubleshooting to **resolve procurement issues**; invoice queries / disputes relating to pricing; non-payment of invoices
- **Issue purchase order / outline agreement** with agreed policy & procedures

### Profile

You are best equipped for this task if you have:

- Bachelor's Degree in Business Administration / Economics / Engineering with **at least 1 year** of experience in **strategic procurement** / in partner function to procurement in a manufacturing environment, preferably in **Semiconductor industry**
- Working knowledge in **sourcing, request for quote (RFQ), supplier selection, and contract management** is highly preferred
- A proactive fast learner & highly independent
- Proficient in **MS Excel**
- Strong **communication & interpersonal skills** to communicate effectively with internal & external stakeholders

### At a glance

Location:

Job ID: **75423**

Start date: **Aug 01, 2022**

Entry level: **1-3 years**

Type: **Full time**

Contract: **Temporary**

Apply to this position online by following the URL and entering the Job ID in our job search:

Job ID: **75423**

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- Able to commit to **12-month contract period**

## Why Us

**Part of your life. Part of tomorrow.**

Infineon is a world leader in semiconductor solutions that make life easier, safer, and greener. Our solutions for efficient energy management, smart mobility, and secure, seamless communications link the real and the digital world.

*In accordance with the requirements set by the Singaporean Government, Infineon Technologies Asia Pacific Pte Ltd (“Infineon”) can only allow individuals who are (a) fully vaccinated, (b) certified to be medically ineligible for a vaccine or (c) have recovered from COVID-19 within a prescribed period, onto company premises. Therefore, Infineon requires all new employees, as well as contractors and business partners, to be fully vaccinated against COVID-19. “Fully vaccinated” means individuals have completed the full regime of an approved COVID-19 Vaccine as listed under the World Health Organization (WHO) Emergency Use Listing (EUL) including the respective post-vaccination period to ensure the vaccine has become full effective. Anyone who is unable to be vaccinated due to an approved and/or recognised exemption condition may apply for special consideration.*

