

Procurement Leader

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Company: Talentvis

Location: Vietnam

Category: office-and-administrative-support

Bachelor's degree in food science, material technology, Economics/ Foreign Trade/Business Administration

At least 7 years of working exposure or experience in a similar role; preferably in F&B industry & foreign invested companies

Familiar in procurement process for logistic & warehouse. Good skill in Supplier/Stakeholder Management, Category Management, Risk Management, Contract Management and Continuous Improvement.

Required foreign language: English (good speaking, listening & writing)

Proficient in using MS Office Applications (Words, Excel, PowerPoint, Outlook) and other working Apps

Integrity, honest, cautious, straightforward, diligent, detail attention

Analytical and critical thinking, problem-solving skills, supplier management

Resourceful, self-driven, proactive and independent person

Interpersonal skills: Righteous, Probity, Straightforward, level-headed, analyzing brained

Responsible for performing sourcing/ purchasing duties and dealing with suppliers for

implementation the delivery of goods.

Look for potential suppliers those meet the R&D, production and business.

Negotiate with suppliers for related purchasing matters such as price, delivery...

Deal and communicate with suppliers to ensure a smoothly delivery/ receive in term of quality/ quantity.

Manage and supervise the delivery of imported procedures

Do planning for import goods and manage stock in SAP System

Deal with the other internal departments (Sales, Customer Service, Warehouse and Transportation, QA...) for the good related matters (price, stock, date...)

Do data analysis, market research and Sales/ Stock forecast.

Prepare the analysis as and when required.

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