

## Senior Procurement Supervisor

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Company: TalentViet

Location: Ho Chi Minh City

Category: other-general

### Job Description :

#### 1. Strategic Value Enhancers:

- Pepper procurement
  - Increasing depth and width of LBAs. Especially small LBAs. (LBA- local buying agent)
  - Sustainability initiative.
  - Farm extension: Setting up model farms, farmer meetings, program on pesticide education
- Market Information system
  - Collecting shipment figures, Stock at farmers and LBA, other players.
  - View formation based on consumption inputs.
  - Follow market trend in NCDEX and Vietnam.
  - Competitor activities, Weather information, IPC price bulletin, Analysis of broker reports.

#### 2. Volume Targets

- Pepper: Total - 11,000 MT
- Cashews: Total - 5000 MT

#### 3. Systems:

- Payments:
  - Planning for Funds for expected procurement
  - Following up funds from office
  - Ensure no double payments.

- Ensure that all the indirect and direct costs are within Budgets and check the validity of the expenses.

- Reports:

- Ensure all Documents/ Reports are prepared in the prescribed manner and time without errors.

- Ensure that all contracts are signed by LBAs.

- Ensure that all the Invoices, GRNS, & Contracts are signed correctly by the LBAs.

- Ensure that Daily reports are followed.

- Check the daily report and the system and cross check with own figures.

- Weeklymarket report on other spices is sent before 12.noon Saturday.

- Compliance

- Ensuring that all legal formalities with respect to purchase are in order.

- Internal Audit requirements are met.

#### **4. Survey:**

- LBA:

- Establishing a robust Survey methodology to arrive at precise information.

- Harvest Survey.

- Midseason Survey.

- Farmer:

- Blossom Survey.

- Harvest Survey.

- Midseason Survey.

Job Requirement :

- Min Graduation

- Good English –written and oral

- Work ex – min 6-8 years.

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