

# PROCUREMENT SPECIALIST

## (*PROCUREMENT DEPARTMENT*)

### JOB RESPONSIBILITIES:

1. Exercise and plan for category or commodity strategies based on the category tasked by the superiors to optimize business efficiency
2. Execute elements of the overall category strategies to ensure service delivery improvements.
3. Execute category management including strategic sourcing, supplier relationship management, contract, performance and risk management.
4. Enable to understanding and perform spend analysis and identifying opportunities to increase quality and improve value for money.
5. Act to perform RFQ based on request and coordinate the Technical Evaluation with respective PIC.
6. Act to prepare Summary of Quotations and Purchase Order (PO).
7. Act on procurement reporting and analysis of management information to identify potential improvement opportunities.
8. Address vendor issues to ensure the highest level of service delivery.
9. Maintain contractual and business relationships with vendors.
10. Facilitate implementation of procurement change initiatives within category to improve business performance.
11. Build strong relationship with stakeholders and ensure customer satisfaction.
12. To perform any other tasks not specified herewith as required / instructed by superior / management.

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## JOB REQUIREMENTS:

- Minimum a Diploma / Degree in any discipline
- Diploma with three (3) years working experience / fresh graduate.
- Good proficiency in English (written and spoken).
- Experience in paper preparation and deliberation for EXCO or BOARD meetings
- Aptitude in decision-making and working with numbers.
- Good language proficiency in English (writing and speaking)
- Knowledge in strategic sourcing or commodity sourcing.
- Proficient in Microsoft Word, Excel and SAP.
- Excellent communication, negotiation and leadership skills.
- Strong analytical skills

Kindly send your latest Resume with copy of certificates to:

**HUMAN RESOURCES DEPARTMENT (STAFFING UNIT)**  
**PENANG PORT SDN BHD (HQ)**  
**LEVEL 5, 5130 TERMINAL PENANG SENTRAL**  
**JALAN BAGAN DALAM**  
**12100 BUTTERWORTH**  
**PULAU PINANG**

or email us at [recruitment@penangport.com.my](mailto:recruitment@penangport.com.my) by/before **5<sup>th</sup> March 2024**.