



Job responsibilities:

- Placing and tracking purchase orders for materials, consumables and services needed for proper functioning of the plant.
- Managing the process of indirect procurement.
- Executing orders in accordance with purchasing requests and the price list agreed with internal/external suppliers or through the comparison of proposals from different external suppliers included in the vendor list.
- Controlling the status of the pending orders and ensuring their complete, accurate and on-time execution.
- Tracking goods received to verify appropriate delivery and ensure invoice processing.
- Overseeing supplier performance (on-time delivery, quality, lead time) and resolving performance issues.
- Managing suppliers with regards to cost, capacity, delivery and quality performance.
- Identifying and qualifying new suppliers; finding alternative solutions for deliveries.
- Active communication with both production and suppliers in order to achieve most efficient supply chain results.
- Analyzing procurement markets, evaluating opportunities and risks, and introducing purchasing strategies; cost-estimation.
- Position sources suppliers, and may assist with bid evaluations, cost analyses, price justification, and risk assessment of suppliers, negotiations with new one.

Job requirements:

- Bachelor's degree required, preferably with Supply Chain Management or relevant discipline; minimum 3 years of relevant experience.
- Understanding and experience the indirect market.
- At least 3 years of professional experience in electronic production.
- Experience and/or exposure to supply chain concepts and methodologies, and manufacturing; contract negotiation skills.
- Possess analytical and technical skills required to understand business practices and recommend proper automation opportunities.
- Excellent written, verbal, and interpersonal communication skills for effective interface with all internal and external contacts.
- Must have high attention to detail, be a self-starter, and results driven.
- Proven experience in business process simulation & benchmarking.
- Understands principals of procurement and supply management.

Contact

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