

Procurement Administrator ATB Sdn. Bhd., Tanjung Bin, Johor

Position Summary

The Procurement Administrator's role encompasses the evaluation of suppliers, products, and services, contract negotiation, and the assurance of cost-effective, high-quality procurement.

Responsibilities include:

- Issue Request for Quotation (RFQ) to suppliers (local & international) for multiple departments.
- Receive, execute, and continuously manage multiple Sourcing and Contracting project requests.
- Liaise with end user to ensure that Technical Evaluation's are completed in a timely manner.
- Coordinate with suppliers on technical clarifications, relevant follow up and any other corrective action, if required
- Participate in commercial negotiations with suppliers and perform Commercial Evaluation for multiple suppliers.
- To ensure that components / materials are obtained at the lowest cost consistent with company & regulation requirements.
- Vendor selection - Reviews and negotiates vendor quotations/ Contracts, analyzing cost structure and other terms and conditions.
- Timely renewal of contracts. To work with suppliers and end users on contract negotiation.
- Place Purchase Order (PO), Letter of Award (LOA) and Contracts to selected supplier and facilitate for contract amendments as required during the lifetime of the order.
- Assist finance for new vendor KYC and registrations, if required.
- Assist warehouse for receiving and delivery updates.
- Assist process and operations team for chemical delivery schedule to meet the company's demand and smooth operations (weekly basis).
- Analysis of supply markets to identify potential vendors/suppliers and market trends.
- Ensure document retention maintained throughout the procurement process for any internal audit exercise and best procurement standard.
- Apply for custom clearance and gate pass for entry and removal of any items from company Free Zone Area.
- Analysis of procurement spends and reporting to relevant management on a monthly basis.
- To review department documentation i.e. Policy, Procedure, Proposal Papers, Reports accuracy and precision in adherence to the Management requirements and achieving financial objectives.
- To be a key member in the group vendors and development/partnership program.
- Vendor evaluation - develop list of potential suppliers, visit suppliers' facilities if required, ensuring right suppliers are selected and meeting performance expectation.
- Other duties as assigned.

Qualifications and Experience

- Candidate must possess a Diploma i.e. Finance, Business Studies/Administration or equivalent.
- Experience in Purchasing/ Inventory/ Material & Warehouse Management or equivalent.
- Candidate must possess good communication and interpersonal skill, strong character, outspoken and independent.
- Minimum 2 years in supply chain/ procurement experience in Oil & Gas / energy industry.
- Familiarity with Microsoft Office applications, MAXIMO (IBM), SAP knowledge will be an advantage.
- High degree of discretion in dealing with confidential information.
- Proficient in English (written & verbal).

Personal Characteristics

- Good communication and interpersonal skills
- Ability to work under pressure, organized and manage multiple tasks simultaneously.
- Excellent written and oral technical presentation skills
- A can-do attitude
- Global outlook. Able to work across organizational and cultural boundaries.
- Team player, with an open non-political style and a high level of personal integrity
- Energetic, resilient, and resourceful, with an ability to work accurately under pressure.