

## Assistant General Manager ( Logistics, Procurement & Warehouse ) M/F (1) post

### Job Requirement

- ❖ Bachelor's degree in business, any Master's degree related with applied position.
- ❖ Prefer any master degree related with applied position
- ❖ Diploma in supply chain management, logistics
- ❖ 3 to 5 years experiences in similar position and 5 to 10 years experiences in Logistics, supply chain, warehouse.
- ❖ Proven experience managing supply chain operations
- ❖ Proven working experience as a logistic manager, logistic officer or head of logistic.
- ❖ Knowledge of sourcing and procurement techniques as well as a dexterity in "reading" the market
- ❖ Talent in negotiations and networking
- ❖ Aptitude in decision-making and working with numbers
- ❖ Experience in collecting and analyzing data
- ❖ Strong leadership capabilities
- ❖ Previous Experiences and success story is essential to present.
- ❖ Strong written and verbal communication skills are a necessity for this position
- ❖ A suitable candidate for this position must have great computer skills and demonstrate high proficiency in the use of supply chain management software, Ms Word, Ms Excel, and PowerPoint.
- ❖ Must be willing to travel work extended hours , weekends and holiday

### Job Description

- ❖ Preparing plans for the purchase of equipment, services, and supplies.
- ❖ Following and enforcing the company's procurement policies and procedures.
- ❖ Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc. Maintaining good supplier relations and negotiating contracts.
- ❖ Researching and evaluating prospective suppliers.
- ❖ Prepare and/or coordinate issuance of all necessary shipping documents and pass to broker in time;
- ❖ Track for domestic and international transportations; manage the 3rd party logistic service providers; coordinate with forwarders for all shipping information to ensure timely delivery.
- ❖ Lead supplier/vendor sourcing and evaluation process, based on Requestors' specifications and stipulated requirements
- ❖ Perform and manage the start-to-end process of Requestors' purchasing requests and timelines, including electronic advertisement, commercial evaluation, negotiation, contract preparation and award
- ❖ Monitors business trends and product availability to pay the best price for company goods and services without sacrificing quality or delivery times
- ❖ Nurtures relationships with suppliers to negotiate the best prices for company
- ❖ Identifies and researches potential new suppliers
- ❖ Assesses total costs of company purchases
- ❖ Develops and implements strategies for procuring, storing, and distributing goods or services and maintaining stock levels

- ❖ Discover profitable suppliers and initiate business and organization partnerships
- ❖ Approve the ordering of necessary goods and services
- ❖ Collaborate with key persons to ensure clarity of the specifications and expectations of the company
- ❖ Perform risk management for supply contracts and agreements
- ❖ Control spend and build a culture of long-term saving on procurement costs
- ❖ Plan warehouses and distribution centers for efficiency in both operations capacity
- ❖ Maintain quality throughout the logistic process