

WE ARE HIRING

Job Title: Purchaser

JOB SUMMARY

Purchase Orders management from purchase requests to the issuance of purchase orders to supplier. Track material delivery against plan, expedite and escalate if delivery is not on schedule. Parts and Vendors Master maintenance.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Maintenance Purchase Requests from planner.
2. Issuance of Purchase Orders to suppliers and maintenance.
3. Negotiate with supplier on price, lead time and payment terms.
4. Track material delivery against plan, expedite and escalate if deliveries are not on schedule.
5. Parts and Vendors Master maintenance.
6. Tracking vendor on-time delivery.
7. Performs other related tasks as assigned by the Managers

MINIMUM QUALIFICATIONS

1. Education
 - Bachelor/ Engineering in Mechanical, Electrical, Automation, Mechatronics, Industrial Systems Engineering, Industrial Systems Management ...
2. Experience & qualifications
 - Understand technical drawing.
3. Skills and Abilities
 - Knowledge in Engineering and Economic
 - Good command of English

Please send your English CV via email: lanhtpham@geservs.com

Or phone number: 0819946432 (Ms Lan)