



## **{ Assistant Purchasing Officer }**

### **Responsibilities**

- Responsible for coordinating between subcontractors, suppliers, engineering teams to ensure operational efficiencies in production and deliveries.
- Responsible for generating orders and admin support of the main contract and subcontract works
- Request quotations from contractors/suppliers/vendors & to compare & analyze prices so as to work with engineers in terms of tender submission & outsourcing jobs
- Liaise with suppliers for price negotiation, delivery & trade terms
- Learn to understand materials / technical specifications
- Source & establish network with new & capable suppliers based on project needs
- Assist to prepare custom declaration for all import and export items
- Support in any ad hoc project assigned

### **Requirements**

- Bachelor Degree
- At least 2 years relevant experience preferably in project management in engineering industry
- Excellent in interpersonal communication skills, well-organized, self-motivated, good working attitude, customer service mindset, cost conscientious and able to work under pressure
- Good command in both written & spoken English, Chinese and Mandarin
- May need to travel to China on occasional basis for sourcing and monitoring the production