



Position: Procurement Officer [click here for apply!!](#)

Location: Bangkok

Responsibilities:

- Identify bidder list with input from user, develop new supplier, lead bidding and negotiation on any Purchase Requisition regarding to goods/service for MTP and BKK office.
- Prepare the Purchase Order (PO) and expedite for approval. Coordinate with legal department and vendor if require contract document. Send PO/contract to vendor and follow up until goods/service delivered.
- Process an advance or oversea payment requests to accounting department
- Record and filing for all documents required from the procurement activities and ensure to have its available for any audit per company regulation.
- Liaise/Support with freight forwarding service provider for all custom formality activities for any import raw material/spare parts, coordinate with user/accounting department to have all require documentation/tax pay out to custom. Ensure to have all proper document filing for future audit.
- Apply all purchasing tactics to come up with the best cost to the company such as cost analysis, convincing, negotiation, volume discount, relationship management and etc.
- Develop or follow purchasing strategy in conjunction with input from key users on the supplier portfolio management to have the best effective purchasing methodology and meeting users requirements.
- Leading the supplier audit/ visit to improve supplier quality, maintain the approved list and black list in the system.
- Keep finding on any new alternative source to establish a competitive environment
- Follow up with vendors on any non-conformance report, follow up with user and vendor until its close.
- Monitor PR-PO outstanding and expedite to have a timely delivery of goods and service to meet the required target delivery date
- Maintain professional relationship with vendors while encouraging fair competition during bidding process
- Actively coordinate with user to evaluate vendor performance and follow up for improvement
- To support Senior or Assistance Department Manager Procurement or make suggestion on any performance monitoring activities or any other improvement plan for procurement department.
- Periodically review and comply with procurement process. Make suggestion for improvement as appropriate.
- Basically this incumbent will handle office supply/service, general maintenance service, consumable, import/export freight forwarding/ shipping service or other as appropriate.
- Other as may be assigned by the company

Qualifications:

- Bachelor's degree in any related fields
- 3-5 years of working experience and at least 2-3 year experience in sourcing / purchasing / planning
- Good command of spoken and written English (TOEIC 550)
- Experience in working with freight forwarding/shipping service.
- Good knowledge of contract/agreement, supplier selection and cost control
- Good negotiation and data analytical skill
- Good teamwork and capable of working independently.
- Familiar with SAP or other ERP system and ISO system
- Self-motivated, fast learner, positive attitude, active personality and able to perform in a dynamic environment
- Have skill and knowledge in computer application such as word, excel, power point and project management

All information will be treated as confidential. Only short-listed candidates will be contacted for further interview

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