



Assistant Manager, Procurement

Our Client is a leading five-star hospitality brandname with established presence across the globe.

Responsibilities

- Responsible for implementing and executing purchasing and procurement strategies for the organization
- Develop and streamline SOPs for procurement that is in line with the organization's governance structure
- Streamline user requirements for commonly procured items and services
- Identify vendors which can meet the organization's expectation of quality at the correct price
Negotiate pricing, terms and conditions, service level agreements with vendors
- Monitor and evaluate quality of service provided by vendors
- Maintain pipeline of potential vendors to ensure that the organization is able to secure the best possible deal

Prerequisites

- **Min. Diploma with at least 3 years of procurement experience in a supervisory capacity**
- **Procurement Professionals from the service industry will be favourably considered**
- Experience with authoring SOPs relating to procurement is preferred
- Good working knowledge of Microsoft Word, Excel and Powerpoint
- Good analytical mind
- Independent problem solver and decisive
- Good negotiation and interpersonal skills
- Excellent verbal and written communication skills
- Experience working with a Procurement System would be an added advantage

All applications will be treated with the highest level of confidentiality.