

## JOB DESCRIPTION (JD)

<b>Doc. No.:</b> JD-PR-008	<b>Rev. Date:</b> 23/Nov/23	<b>Rev. No.:</b> 0	<b>Department:</b> Purchasing
<b>Job Title</b>	<b>Technical Purchaser / Technical Senior Purchaser</b>	<b>Report To</b>	<b>Purchasing Manager</b>

### Job Objectives:

To leverage technical expertise and procurement acumen in efficiently sourcing, negotiating, and procuring high-quality technical products, components, or services for internal and external. Aiming to contribute to the organization's success by ensuring optimal value, cost-effectiveness, and adherence to technical specifications. Committed to fostering strong supplier relationships, maintaining compliance with industry standards, and driving continuous improvement in the procurement process.

### Roles and Responsibilities:

- In charge of daily operation routines such as planning, issuing Purchasing Order (PO) and monitoring as well as ensuring PO progresses from placement of order until delivery on time (OTD)
- Gather supplier performance data based on the established KPIs and weekly evaluate supplier scorecards with Actiforce standard on quality, delivery, pricing and rate supplier performance systematically.
- Capable of resolving issues related to quality, service and invoicing with suppliers.
- Identifying and qualifying suppliers capable of meeting the technical specifications and quality standards required by the organization, to implement a global strategy for competitive materials sourcing.
- Assessing the technical capabilities of potential suppliers, including their manufacturing processes, quality control measures, and adherence to industry standards.
- Take up the lead in clearing material specification - Transferring technical requirements and collaborating closely with technical teams and vendors to understand their specifications, ensuring adherence to task timelines.
- Identify, negotiate, and ensure compliance with contract and agreement terms with suppliers to secure favorable terms, pricing, service, technical specifications, quality standards, and delivery schedules are met.
- Providing feedback to technical teams regarding market trends, product availability, and any potential technical challenges.
- Conducting periodic audits of suppliers to ensure compliance with technical and quality requirements.
- Analyzing costs associated with technical components or materials and identifying opportunities for cost savings without compromising quality.
- Staying informed about technological advancements and trends relevant to the products being procured.
- Conducting market research to identify new suppliers, technologies, and cost-effective solutions.
- Assessing and mitigating risks associated with the technical aspects of procurement, such as changes in technology, supply chain disruptions, or quality issues.
- Providing regular reports on procurement activities, including technical performance metrics, to relevant stakeholders.
- Ensuring that all procurement activities comply with relevant industry standards, regulations, and legal requirements.
- Participated in strategic sourcing initiatives, identifying opportunities for process improvements and efficiency gains in the technical procurement workflow for existing parts with suppliers to enhance overall procurement efficiency.
- Flexibility and undertake any other ad-hoc duties as assigned by management.
- Review, compare and verify the quotations from suppliers to achieve the most competitive pricing.
- Serve as a confident, reliable, and friendly representative of the company when interacting with external parties, including suppliers and vendors.
- Address and resolve issues related to quality, service, and invoicing with suppliers to maintain a smooth supply chain for internal and external.

The above responsibilities are not exhaustive and other duties may be added from time to time.

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### Requirements *(Please include education level, skills and experience)*

- Education:
  - Degree in Mechanical Engineering or equivalent
- Experience:
  - Preferred at least 3 years of experience in sourcing or related role.
- Skills:
  - Proficient in Microsoft Word, Excel, Power Point, Presentation and SAP knowledge is preferred.
  - Having mechanical knowledge on items such as sheet metal & plastic injection moldings
  - Strong procurement skills, including the ability to source, negotiate, and contract for mechanical goods and services.
  - Ability to interpret drawing and work with technical specifications related to mechanical components, machinery, or equipment.
  - Understanding of supply chain management principles, particularly as they relate to the procurement of mechanical components.
  - Must possess strong attention to detail, confidence, and effective communication skills, both verbal and written, to collaborate with technical teams, suppliers, and other stakeholders.
  - Effective multitasking skills and the ability to take on additional responsibilities as required.
  - Demonstrates discretion, confidentiality, independent judgment, and professionalism.
  - Ability to work with minimal supervision and guidance, exercising discretion and independent judgment.
  - Working knowledge of productivity tools, including Microsoft Office products and Team conferencing software
  - Smart, Self-organize and structure, independent, self-motivated, and negotiable skill.
  - Hardworking and meticulous with a positive attitude.
  - Able to work well under stress in a fast-paced environment.
  - Familiarity with ISO compliance, contract terms and conditions, as well as the ability to manage contracts effectively.
  - Managing multiple tasks and ensuring on-time delivery requires excellent time management skills.
  - Strong data analysis and technical knowledge to identify areas for process improvement within the purchasing function, supplier performance and market conditions and implement changes as needed.