

**Job Description Format**

Job Title/ Position: Supply Chain Executive	Department: Supply Chain
Reporting To: Supply chain Manager/OIC	Grade:
Job Cod: SC001/2023	

Summary/Objective:

Work independently within the company established procedure / guidelines supporting users from all departments in the fulfillment of requirements getting the right material on the right time with the right cost and right quality.

Plan delivery of materials while maintaining strong working relationships within the organization, as well as with our suppliers to confirm production/shipping schedules and monitoring to ensure on-time deliveries.

Responsibilities:

- Locate the best source of the required materials in term of quality; price and delivery schedule
- Preparation of all purchase orders documentation for Raw Material, Spare Part, Packaging Material, medical devices and all other company
- Have a deep understanding of the user department requirements and product requirements; to match it with the best supplier capabilities.
- Close the whole overseas procurement cycle from requisition receiving till the material delivery to QGMD warehouse; including all shipping and logistic handling.
- Handling and monitoring of claims to factories and vendors for defectives, shortage, missing parts.
- Support relevant departments with quotations for tenders.
- Coordinate with suppliers to ensure on-time delivery.
- Manage supply chain documentations in accordance with company policies and procedures.
- Negotiate for best purchasing package (in terms of quality, price, term, delivery and service) with suppliers and sub-contractors assigned.
- Source for new parts, suppliers or sub-contractors when the need arises.
- Monitor and co-ordinate deliveries of items between suppliers (local and overseas).
- Collaborate with other departments, such as production, engineering, and quality assurance, to identify or qualify new suppliers.
- Do all the supply chain activities in an ethical way and with high moral; avoid any type of act that can be considered unethical illegal such as leaking information; bribery etc.
- Perform other duties which may be assigned by the Manager/Head of Department

Education/ Qualifications and Experience:

- Bachelor's degree in commerce / Business / Purchasing / Logistics / Supply Chain /Materials Management and other related degrees is desired.



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- With at least three (3) years relevant working experience.

Supervisory Responsibility

Not Applicable

Competencies:

- Clear understanding of Supply Chain concept; especially import procedure and logistic requirements
- Very good knowledge in incoterms and payments procedures for international transactions
- Strong communicator with high negotiation skills and interpersonal skills.
- Analytical competences.
- Ability to multi-task, manage priorities, and meet commitments.
- Demonstrates commitment to internal and external customer service.
- Pro-active, persuasive and flexible attitude.
- Demonstrates urgency and takes responsibility.

Technical & IT Skills:

- Demonstrated ability to use ERP systems within a production environment.
- Fluent in speaking, writing, and reading English.
- Experience in working with Excel and Access.
- Computer literacy Intermediate to advanced data analytic skills, specifically in Microsoft Office.

To be filled once employee joins

Employee Name:	Manager Name:
Employee Number:	Manager employee Number:
Signature with date:	Signature with date: