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CAREER OPPORTUNITY

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JOB POSITION – ASSISTANT MANAGER, PROCUREMENT

MediaCorp features prominently in the development of Singapore's broadcasting history. We commenced Radio broadcast on 1 June 1936 and Television on 15 February 1963. Today, MediaCorp is Singapore's largest broadcaster with a complete range of media businesses spanning TV, Radio, News, Newspapers, Entertainment Productions, Movie Productions, Magazines, Electronic Media and other broadcasting services.

Please read the following job description details carefully. If you think you have the right qualification and the skills for this Job, do not hesitate to send us your online application by clicking on the link to job application below:

<http://sg.dimension.jobsdb.com/career/Default.asp?PID=3&AC=MEDIACORP&EC=001&GC=&JobID=2420&LID=1&SP=1&SGE196783083677292>

● Assistant Manager, Procurement

Responsibilities:

- Responsible for:
 - effective reporting and analytic on procurement performance
 - efficient and uniform policies, processes, standards and tools
- Contribute to the development of effective procurement reporting and analytic
- Analyse, report and publish procurement performance metrics for key stakeholders
- Manage the planning and tracking of procurement initiatives and savings
- Contribute to the development of uniform procurement policies, processes, standards and tools
- Monitor compliance with policies, processes, standards and tools
- Initialise best practices for procurement processes, standards and tools
- Provide financial expertise to the sourcing team in the areas of pricing and cost analysis
- Support procurement process improvement initiatives

Requirements:

- Bachelor's Degree in relevant functional discipline (SIPMM qualifications added advantage)
- Minimum 3 years of working experience in a similar role
- Good experience in contracts and procurement reporting
- Strong analytical and organisational skills
- Strong computer proficiency and systems knowledge
- Good understanding of procurement processes, industry and suppliers
- Good knowledge and use of procurement tools and applications
- Effective verbal and written communication skills
- Experience in SAP is preferred