

CAREER OPPORTUNITY

Date Posted: 13 October 2010

Job Position – Executive/Senior Executive, Purchasing



MTU Asia Pte Ltd is the Regional Operations Centre in Asia for the MTU Group of companies comprising some of the world's leading manufacturers of diesel and gas engines as well as complete drive and power generation systems. It has the regional responsibility for Marketing, Application Engineering, Sales and After-Sales Support for the well-known product brands like MTU, Detroit Diesel, Mercedes-Benz industrial engines and MTU Onsite Energy for marine, power generation, defense, rail, agricultural and C&I applications. The Company is looking for qualified and experienced persons to fill the following positions:

Executive/Senior Executive, Purchasing

Job Scope:

□ Generally

- Responsible for developing and administering the Company's Corporate Purchases and Contracts in line with the Corporate Policies and Guidelines.

• Strategic Sourcing

- Conduct Sourcing, Evaluation, Negotiating, Contracting and Framework Agreement to support Corporate Purchases that include Admin, Facility, Event, IT and HR purchases.

• Vendor Management

- Vendor Evaluation, Vendor Prequalification and Approval of Vendors in accordance to Purchasing Policy.
- Execute planned Vendor Audits to ensure internal controls requirements are met.
- Vendor Annual Performance Assessment.

• Contract Management

- Compile user requirement both in terms of scope, technical and commercial requirement.
- Negotiate with Vendors for most favourable terms and conditions to meet requirements.
- Contract Review on Vendor Contract Performance on Service, Quality, Delivery timeline, and Failure rates etc.
- Review and interpret Contract documents to concerned parties and provide recommendations on appropriate actions.
- Review complex contracts to ensure in compliance with the Company's guidelines.
- Enforcement of Contractual Terms e.g. Performance Bonds, Security Deposit, Liquidated Damages and manage Variation Orders, etc.

• Inventory Management

- Manage MRP parameters to optimise stocking.

• SAP projects

- Spearhead contract management projects in SAP.

• KPI Measurement

- Monitor and achieve KPI measurement being assigned.

□ Special assignments from time to time.

Requirements:

- University degree and preferably with additional certificates in Procurement/Supply Chain (SIPMM qualifications, added advantage).
- Minimum 5 years of Contract Management and Purchasing experience with MNCs.
- Strong ERP skills, particularly in SAP.
- Corporate procurement experience across travel, hotels, medical, employment, leasing, facilities, event management preferred.
- Excellent presentation, verbal and written communication skills.
- Responsive, reliable and result-oriented.

Attractive salary and compensation package will be offered to the right candidate.

Interested applicants are invited to email detailed resume, including current & expected salary, together with a recent photograph by 20 October 2010 to hr.mtusg@mtu-online.com.

(Only short-listed candidates will be notified.)

MTU Asia Pte Ltd @ 1 Benoi Place Singapore 629923