

## CAREER OPPORTUNITY

Date Posted: 06 March 2008

### INDIRECT PURCHASING EXECUTIVE

## BMW Group ASIA



The BMW Group is the company behind some of the world's most desirable cars and motorcycles. From engineering excellence to the quality of customer services, we strive to exceed expectations in every area. But in order to maintain our prestigious position, we need one thing above all – people committed to being the best. We are looking for qualified team players to join our regional office.

#### INDIRECT PURCHASING EXECUTIVE

This is a purchasing role reporting to the Purchasing Manager and supporting the specialist departments in cost effective sourcing as well as to support the office in the daily needs.

#### Responsibilities:

- Work closely with specialist departments to source, evaluate and select potential suppliers.
- Project costing and cost effective sourcing solution and price negotiation with suppliers.
- Setup contracts according to company corporate guidelines and contract administration.
- Daily operations (RFQ, quote analysis, issuing of orders, report generating).
- Annual Report on volumes and figures.

#### Skills and Knowledge Requirements:

- Diploma or higher with min. 2 years of purchasing experience (preferably indirect purchasing), SIPMM qualifications added advantage
- Knowledge of contract law would be additional advantage
- Young and energetic person with positive charisma
- Analytical and with strategic thinking
- Organisational talent
- Good negotiation skills
- Profound English to communicate clearly, concisely and accurately in verbal and written
- Able to work independently
- Maintain effective work relationship within the office and suppliers

Qualified candidates are invited to write in with full resume stating qualification, experience, current and expected salary, recent passport sized photo (non-returnable) and contact numbers to:

**The Human Resource Manager**  
**BMW Asia Pte Ltd**  
**1 HarbourFront Avenue**  
**#15-02/07 Keppel Bay Tower**  
**Singapore 098632**

**Or email to: [Recruitment\\_Asia@bmwasia.com](mailto:Recruitment_Asia@bmwasia.com)**

**Salary range: max \$2800 (depending on qualifications and work experience)**

Closing date: 20 March 2008

Only shortlisted candidates will be notified.