

## CAREER OPPORTUNITY

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# KENWOOD

Listen to the Future

### **ABOUT THE COMPANY**

At Kenwood, we are utilising cutting-edge RF technologies to design and develop the latest RF communications equipment for the worldwide market.

We believe in “BRIDGING THE GAP” between who you are and what you truly want to be.

Yes, our business is to prepare our employees for the future and maximise their fullest potential. At Kenwood, you can! Join us as:

- ▶ **Assistant Purchaser/Senior Purchasing Assistant**
- ▶ **Senior Purchaser**
- ▶ **Assistant Department Head (Procurement)**

### ▶ **Assistant Purchaser/Senior Purchasing Assistant**

#### **Roles and Responsibilities**

- Purchase materials for production in line with ISO procedure and ensure that materials are purchased at competitive price and good materials are secured in time for production.
- Ensure and maintain a reliable supply chain in order to maximize the manufacturing potential of the company.
- Manage and control the cost of material purchases in order to optimize the profit of the company.
- Assist the Project Management Section (PIC) in ensuring successful project start up.
- Conduct periodic evaluation and ranking on current vendors.
- Assume the role of 5C promoter in the department on a rotation basis.
- Take over certain tasks of a purchaser temporarily, as assigned by the manager, when purchaser is on long leave.

#### **Requirements**

- Preferably with a diploma in areas related to the manufacturing of parts used for telecommunications; Diploma in Business Administration or Operation Management. (SIPMM qualifications, added advantage)
- Computer software literacy in Microsoft Excel and Microsoft Word.
- Possess an understanding of MRP would be an advantage.
- Able to read technical mechanical drawings or electrical technical specifications.
- Possess working experience in electronic manufacturing environment would be an added advantage.
- Good knowledge of mechanical/electronic parts suppliers in the region would be an advantage.
- Articulate and possess good negotiation, problem-solving and effective presentation skills.
- Possess a Class 3 driving license.
- Willing to travel in the region within short notice.
- Able to work on extended hours when required.
- Meticulous, proactive, responsible and positive working attitude.

## CAREER OPPORTUNITY



### ► **Senior Purchaser**

#### **Roles and Responsibilities**

- Purchase materials for production in line with ISO procedure and ensure that materials are purchased at competitive price and good materials are secured in time for production.
- Co-ordinate and manage purchasers on new (sourcing) project to meet the company's cost and quality objectives.
- Ensure and maintain a reliable supply chain in order to maximize the manufacturing potential of the company.
- Manage and control the cost of material purchases in order to optimize the profit of the company.
- Assist the Project Management Section (PIC) in ensuring successful project start up.
- Conduct periodic evaluation and ranking on current vendors.
- Assume the role of 5C promoter in the department on a rotation basis.
- Assume the roles and responsibilities of the Assistant Manager when he/she is not available.

#### **Requirements**

- Preferably with a diploma in areas related to the manufacturing of parts used for telecommunications; Diploma in Business Administration or Operation Management. (SIPMM qualifications, added advantage)
- Computer software literacy in Microsoft Excel, Word and Power-point.
- Possess an understanding of MRP would be an advantage.
- Able to read technical mechanical drawings or electrical technical specifications.
- At least 4 years of working experience in the capacity of a purchaser preferably in electronic manufacturing environment.
- Good knowledge of mechanical/electronic parts suppliers in the region would be an advantage.
- Articulate and possess good negotiation, problem-solving, effective presentation and leadership skills.
- Possess a Class 3 driving license.
- Willing to travel in the region within short notice.
- Able to work on extended hours when required.
- Meticulous, proactive, responsible and positive working attitude.

## CAREER OPPORTUNITY

### ▶ **Assistant Department Head (Procurement)**

#### **Roles and Responsibilities**

- Purchase materials for production in line with ISO procedure and ensure that materials are purchased at competitive price and good materials are secured in time for production.
- Manage a team of purchasing staff in the pursuit of an efficient purchasing administration system adaptable to changes in production needs and also in the optimization of total purchase cost.
- Maintain a material supply monitoring status and ensure timely material supply to meet production/customer's needs (in the case of export).
- Train purchasing staff in handling of new parts according to the ISO requirements and ensure compliance to the quality procedure.
- Manage suppliers' performance in attaining total optimal cost benefit, considering quality, delivery and support to abnormal purchase request.
- Monitor market trends on supply and pricing and take the necessary actions to avoid supply problem or to purchase from the most competitive source.
- Manage new projects - achieving target cost and keeping the progress according to the required schedule.
- Maintain an efficient purchasing administration and documentation system satisfying ISO requirements.
- Oversee the promotion of 5C in the department.
- Maintain the ISO procedures on purchasing.

#### **Requirements**

- Preferably with a degree with a good understanding of MRP in an electronic manufacturing environment. (SIPMM qualifications, added advantage)
- Conversant with PC software particularly in Microsoft Excel, Word and Power-point.
- Knowledge on the making of parts used for communication equipment will be an advantage.
- Knowledge on the process control of parts production and tool & die making is desirable.
- At least 4 years of working experience in the capacity of a purchaser preferably in electronic manufacturing environment.
- Mature, self-motivated individual with great leadership disposition.
- Able to travel in the region and work extended hours within short notice.
- Meticulous, proactive, responsible and positive working attitude.

Interested applicants are invited to send resume to: [ngwc@kets-kenwood.com.sg](mailto:ngwc@kets-kenwood.com.sg)