



PROFESSIONAL MEMBERSHIP BE AMONG THE PROFESSIONALS

CAREER OPPORTUNITY

Date Posted: 24 March 2011

Position: Purchaser (Operations)

Key Tasks and Responsibilities

- Day-to-day purchasing matters to Offshore Units;
- Consolidate as many regular orders as per Offshore Units as possible via the main stock-point, and keep the number of deliveries and cost of freight to a minimum;
- Responsible for ensuring quality, suitability and that the spares and equipment purchased comply with rules and regulations in co-operation with other functions within the Operation Division;
- Assist other departments with detailed information about logistics and purchasing matters;
- Follow-up changes in the supplier marked and keep a good and balanced contact with domestic as well as international associates;
- Motivate Offshore Unit Management to follow company's policies in purchasing matters;
- Do a thorough cost control on all goods supplied under his/her responsibility, including the colleague's Offshore Units when overlap;
- Always be active and contribute to improvements in the department;
- To some extent – carry out supplier audits;
- Support procurement department in bid input (as and when required).

Qualification Requirements

- Preferably a Bachelor's Degree in Purchasing and/or Logistics Administration (SIPMM qualifications would be added advantage). Candidates without the required educational qualification but possess many years of related working experience may be considered as well.
- Approximately 3 years of working experience in Purchasing, preferably from the marine or offshore industry.
- Fluent in oral and written English.
- Good negotiating and communication skills.
- Capability to work independently as well as within a team and under stress.
- Ability to obtain in-depth knowledge of various software systems promptly.

Interested candidates, please email Mr Aslam Khan : Aslam.khan@bwoffshore.com