

PO Analyst

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Company: Sinar Mas Agribusiness and Food

Location: Daerah Khusus Ibukota Jakarta

Category: other-general

Analysis & Reporting (Manufacturing, Transport & Logistics) Support the execution of purchase order processing activities to support the organization, in order to improve productivity and operational efficiency, while ensuring Service Level Agreements are being met

Job Description:

- Support the day-to-day execution of call-off and spot buy purchase orders, including creation, issuance, expedition and receipt of purchases, in conjunction with the PO Team Lead
- Consolidate additional notes (if needed) during PO creation process based on input from relevant stakeholders
- Send PO to supplier after approval from Authorized Approvers
- Monitor PO status and provide status up date to requestor
- Complete or cancel PO based on requests from requestor
- Support coordination between suppliers and relevant stakeholders to handle and resolve purchase order-related issues
- Perform activities relating to the receipt of purchases, including PO condition, transfer, reversal and return on system
- Support follow-up communication with suppliers on overdue purchase orders to determine cause of delay and work with suppliers to expedite delivery
- Perform conversion of purchase requisition to purchase order to support Fast Track purchases

Job Requirement: Candidate must possess at least a Bachelor's Degree, Economics, Engineering (Industrial), Logistic/Transportation, Business Studies/Administration/Management or equivalent.

Required skill(s): MS Office, SAP. At least 2 year(s) of working experience in the related field is required for this position. Preferably Staff (non-management & non-supervisor)s specializing in Purchasing/Inventory/Material & Warehouse Management or equivalent. Our company has never levied any fees for the recruitment process nor has it required to order tickets and accommodation through a certain travel agent or certain person. Your application will include

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