

## Purchase Executive

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Company: TIME's group

Location: Indonesia

Category: other-general

Purchasing, Procurement & Inventory (Manufacturing, Transport & Logistics)“Bringing Bali to Kuala Lumpur” Founded in 2004 from Petitenget, Bali, Indonesia. Warung Eropa is serving mainly Indonesian’s food with a glimpse of Western. At Warung Eropa, we are not only serving good food, but also creating Good Experience with Family and Friends. The star of the show is our finest crispy duck from Bali.

**Qualifications & experience**  
At least 3 years experience  
Must be able to speak English, Malay, Mandarin and Cantonese  
Experience in Food and Beverages industry would be advantage

**Tasks & responsibilities**  
**Sourcing Suppliers:** Identifying and establishing relationships with suppliers who can provide the required goods or services at the best price and quality.  
**Negotiation:** Negotiating contracts, prices, terms, and conditions with suppliers to ensure favorable terms for the company.  
**Vendor Management:** Managing relationships with existing vendors, evaluating their performance, and resolving any issues that may arise.  
**Inventory Management:** Monitoring inventory levels and ensuring that goods are ordered in a timely manner to avoid shortages or excess inventory.  
**Budgeting and Cost Control:** Working within budget constraints to optimize purchasing decisions and minimize costs while maintaining quality standards.  
**Market Research:** Staying informed about market trends, new products, and pricing fluctuations to make informed purchasing decisions.  
**Purchase Order Processing:** Creating and processing purchase orders,  
**Documentation and Reporting:** Maintaining accurate records of purchases, contracts, and vendor communications, and generating reports on purchasing activities as needed.

Your application will include the following questions: What's your expected monthly basic salary? How many years' experience do you

have as a Procurement Executive? Which of the following Microsoft Office products are you experienced with? Which of the following languages are you fluent in? How many years' experience do you have in supply chain management (SCM)? Do you have experience with inventory management? Report this job advert Don't provide your bank or credit card details when applying for jobs. Researching careers? Find all the information and tips you need on career advice.

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