

Purchaser

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Company: Esco Lifesciences Group

Location: Indonesia

Category: other-general

Job Description

Responsible for all purchasing activities including sourcing, contract negotiation and expediting delivery schedule.

Coordinating with suppliers and forwarders in shipping and customs processes and procedures related to importation, on timely delivery of materials.

Issuing purchase orders for local and overseas purchases.

Establish and maintain an independent supplier's performance monitoring systems to ensure compliance with performance & quality standards & maintain close liaison with suppliers.

Job Requirements

Graduate of Business/Custom Administration/Industrial Engineering or other relevant course.

Good knowledge in shipping practice such as import and export documentation, permit declaration and other relevant documents.

Familiar with purchase variances and participate in cost reduction program.

Excellent business network and supplier contracts from shipping industry is highly desirable.

Good command of both spoken and written English.

An independent individual who works well under pressure.

Excellent interpersonal, communication & analytical skill.

Proactive, flexible, reliable, self-motivated & organized.

Can commence work immediately.

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