

Purchasing

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Company: Oil States

Location: Batam

Category: other-general

Job Details

Description

Essential Duties and Responsibilities

1

Co-ordinate with other departments whenever necessary to understand the needs and requirements of items to be purchased.

2

Source competitive and reliable vendors / sub-contractors that meet product specifications, regulations.

3

Ensure quote comparisons are received and reviewed as per purchasing quality procedure and orders are placed on the basis of price, quality and delivery.

4

Verify the purchasing requirements are met through the Purchase Requisition from requestors.

5

Perform conversion of purchase requisitions to purchase orders for raw materials, components and services requested by CPD and CDE Project teams, Marine and Deck Equipment team against work orders or stock.

6

Obtain quotes as necessary, create purchase orders for equipment, consumables, tooling, parts

and services requested by Shop floor, Manufacturing, Maintenance and QC Departments.

7

Obtain approval of Purchase orders as per purchasing quality procedure and release it to suppliers. Ensure suppliers acknowledge the receipt of PO.

8

Follow-up for on-time delivery with non-critical suppliers. Ensure adequate and timely delivery of purchased parts.

9

Notify vendors / sub-contractors of amendments made to purchase orders already released to them.

10

Send Supplier Qualification Questionnaire to suppliers. Will maintain the approved Supplier Qualification Records. Maintain and update as necessary the "Approved Vendor List".

11

Evaluate the performance of critical suppliers periodically with inputs from Projects, QA and EHS team.

12

Accomplish cost savings / price reductions on an ongoing basis as part of continual improvement.

13

Negotiate long term maintenance contract / service agreement for machinery, plant equipment and services.

14

Assist with scoping of suppliers for Conflict Minerals.

15

Perform any adhoc duties as required by Manager.

16

Participate, as required, in Quality and EHS audits from API and other external organizations. Comply with the Oil States Industries' Quality Management System and Environment, Health, Safety System.

Qualification Requirements

Formal Education & Certification

1

Tertiary qualifications in related discipline

Knowledge & Experience

1

Minimum 5 years of experience in a purchasing role or sourcing.

2

Competent in Microsoft applications - Word and Excel.

Personal Attributes

1

Possess excellent communication and interpersonal skills.

2

Demonstrate good negotiation skills to get the best value from vendors/suppliers.

3

Display good organizational skills, and be able to priorities.

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