

Purchasing Manager (Industrial Estate)

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Company: Monroe Consulting Group

Location: Indonesia

Category: other-general

Executive recruitment company Monroe Consulting Group Indonesia is recruiting on behalf of a leading Indonesian national industrial estate company. As expansion continues, our client is seeking a professional with at least 15-20 years' experience in industrial estate for the job of Purchasing Manager. The job is based in West Java, Indonesia.

Key job responsibilities include:

Report directly to the Director.

Planning, developing, and buying materials, parts, supplies and equipment needed in a timely manner and cost effective while maintaining appropriate quality standards and specifications.

Overseeing daily activities, responding to a range of inquiries regarding process and bid status, negotiation terms and conditions with vendors and or service providers and achieving department objectives and goals within budget.

This position shall work within the framework of annual budget, operating within the limits of the company's philosophy and directives, as laid down from time to time.

To administer bidding process and contracts for vendor performance/compliance within established limits for securing items and/or services within budget.

Ensure compliance with a wide variety of purchasing policies and procedures, and / or monitoring purchasing processes.

Serve as liaison with vendors for the purpose of monitoring and consolidation of orders for better management of expenses.

Drive continuous improvement programs to achieve these goals and objectives.

Design and drive process optimization to improve efficiency by studying and implementing cost reduction for both raw materials and package materials.

Oversees required purchasing processes for acquiring necessary resources.

Respond to inquiries from a variety of internal and external sources for providing information, direction and/or appropriate referrals.

Job Requirements

Bachelor (S1) degree in Engineering, Economic Management or Accountancy from well-known university.

Strong background from engineering and industrial estate company.

Minimum 15 years' experience in industrial estate.

Have a good leadership and initiative for innovation and unlimited creativity to always deliver fresh and exciting ideas.

Must-have data-interpreting and analytic-thinking skills.

Have strong communication, presentation, negotiation, and interpersonal skills.

Dynamic, aggressive, proactive, enterprising personality and always-strive-for-more attitudes.

Good communication skill in both Bahasa and English.

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