

Purchasing Supervisor (Mining) - Head Office

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Company: Michael Page

Location: Daerah Khusus Ibukota Jakarta

Category: other-general

About Our Client We are currently representing one of the leading player in the mining industry. As the company continue to expand and grow, they are seeking an experience Purchasing Supervisor to join their organization. Job Description Purchases and schedules materials, parts, equipment and supplies Ensures the processing of orders and communications with vendors regarding material and quantity requirement revisions, rates adjustments and incorrect materials Schedules orders in a timely manner that will meet production and maintenance requirements to assure continuity of operations at the lowest cost Assists in the establishment and administration of procurement and inventory objectives Provides guidance to employees according to established policies and management guidance Follows procedures and policies in analyzing situations or data to determine appropriate action Communicate and coordinate with internal and external work Attend Engineering/Operations project meetings, some of which will be at field sites, to provide Procurement support by assisting with initiatives for project cost control, quality and schedule requirements Develop bid packages for service and material requirements, setup pre-bid meetings, issue and document bid clarifications, analyze bid proposals received, prepare detailed bid analysis including cost breakdowns, negotiate commercial terms to minimize risk and capture additional cost savings Demonstrated ability to perform the same responsibilities as the buyers and contract administrators to ensure no disruption in customer service and compliance with all corporate policies and procedures The Successful Applicant At least 5 years in Procurement/Outsourcing in Mining industry Bachelor's degree in Business Administration, Supply Chain Management, or a related field Excellence skill at

Negotiation, Business Mindset, Result Oriented and Time Management. Familiar with delivery localization and supplier develop method and process Coordinate benchmarking activities including comparing rates between service providers and analyzing company-wide and location specific spend data Excellent communication, negotiation, and interpersonal skills. Knowledge of mining operations and related equipment/materials is highly desirable. What's on Offer Great career prospects as the growth opportunity in the company is tremendous. The chance to really impact the decisions of a very successful business and input into process, procedures & systems.

#J-18808-Ljbffr

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