



Job description

Position:

Procurement Manager

Location:

China

Reference No.

C3-JD-10005

Scope of work:

- Manage the company's procurement system for contractors, and for equipment/material vendors, manage company's procedures for contractor procurement and equipment/material procurement.
- Manage the standard documents, i.e., PO, T&C for equipment/material (including domestic purchasing for domestic buyer, and for international buyer; international purchasing for domestic buyer), and contract for construction/installation contractors. The standard document also includes material requisition, equipment inspection schedule, invoice instruction, bank guarantee, packing, marking and shipping instruction, etc.
- Prepare/manage/maintain vendor/contractor database for different equipment/instrument/electrical equipment/material, and different industry installation and construction contractors.
- Prepare and maintain pricing database/model for equipment, instrument, piping, material, installation and construction.
- Manage buyers, manager purchasing process for different projects, including bidder selection, pre-qualification, bidding package preparation, bid evaluation, clarification, commercial negotiation, contract/PO signing, quality inspection, expediting, change order, cost control, shop performance test, shipping, tax refund, invoice and payment, warranty, bank guarantee, contract close.
- Manage project team, and ensure good quality procurement service be provided to each project.

Key qualification:

- Bachelor Degree in a technical/engineering field
- Above 10 years relevant work experiences in high tech, or chemical industry, and 3 year in procurement management position. Must have experience in large project procurement management, or procurement of large equipment, and procurement of major construction/installation service.

- Be good at procedures, documents management.
- Be able to manage a group of people effectively
- Verbal and written communication skills in English

Other requirements:

- Start as soon as possible
- Negotiable and attractive reimbursement package