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| DESIGNATION | Head of Department |
| DIVISION | Finance |
| DEPARTMENT | Procurement |
| JOB RESPONSIBILITIES | <ol style="list-style-type: none"> 1. Adopt a strategic approach in Procurement matters together with other relevant companies in the MMC Group of Companies. 2. Manage the Procurement processes in a timely & effective manner which include tendering, contracts and purchases to be executed for the needs of the company and/or its subsidiaries in accordance to approved Procurement Policies and Limits of Authority. 3. Manage the outstanding purchases to expedite the procuring process, vendor clarifications for clarity of goods and services to be purchased, negotiations of prices in achieving the optimum costing and internal procurement matters in order to ratify root cause of issues. 4. Continuous implementation, improvement, and management by adopting Best Practices in ERP implementation, systems and processes, e-procurement etc. with a view towards cost savings where relevant. 5. Directs, negotiates and reviews contractual terms for goods procured to ensure the interests of PPSB and its subsidiaries are being protected at all times technically & commercially. 6. Co-ordinate team efforts in managing internal & external relation on quotation, tenders, contracts and procurement matters. Facilitate as a one-stop information and advisory Centre on Procurement matters. 7. Manage all staff matters including disciplinary, attendance, leave, recruitment, training & development, extension of service, promotion and succession planning. 8. Multi-task roles and responsibilities based on directive of the Management as assigned from time to time. |
| JOB REQUIREMENT/COMPETENCY | <p>Academic Qualification Degree in Engineering/Management or equivalent</p> <p>Knowledge/Skill competencies/Leadership</p> <ol style="list-style-type: none"> 1. Proficient in Microsoft Office 2. Knowledge of procurement and purchasing process 3. Strong negotiation skills 4. Managerial and leadership skills |

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| | <p>5. Strong interpersonal skills, ability to communicate and manage well at all levels of the organization and with staff at remote locations essential.</p> <p>6. Strong analytical, problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses.</p> <p>7. High level of integrity and dependability with a strong sense of urgency and results-orientation</p> <p>Other requirements</p> <ol style="list-style-type: none"> 1. Minimum 10 + years in progressively responsible Procurement management roles. 2. Knowledge and experience in procurement operational activities and projects. |
| <p>APPLICATION PROCESS</p> | <p>Please submit your application letter along with your Resume/CV to:</p> <p style="text-align: center;">PENANG PORT SDN BHD (HQ OFFICE) LEVEL 5, 5130 TERMINAL PENANG SENTRAL JALAN BAGAN DALAM 12100 BUTTERWORTH PULAU PINANG</p> <p style="text-align: center;">(U/P: Staffing Unit, Human Resources Department) or Email: recruitment@penangport.com.my</p> <p style="text-align: center;">BEFORE/ON: 21.01.2021</p> |