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| DESIGNATION          | Unit Head, Category Lead   |
| DEPARTMENT           | Procurement  |
| JOB RESPONSIBILITIES | <ol style="list-style-type: none"> <li>1) Leading a unit (category) under the Category Management section reporting to the Head, Category Management.</li> <li>2) Reporting line will be the Sr. Executives, Executives and below.</li> <li>3) Implement category or commodity strategies based on the category tasked by the superiors to optimize business efficiency.</li> <li>4) Execute elements of the overall operations category strategy to ensure service delivery improvements.</li> <li>5) Perform category management including strategic sourcing, supplier relationship management, contract, performance and risk management.</li> <li>6) Managing the category subordinates in understanding the spending and identifying opportunities to increase quality and improve value for money.</li> <li>7) Perform procurement reporting and analysis of management information to identify potential improvement opportunities.</li> <li>8) Identify innovative procurement solutions that provide cashable savings and process efficiencies for the organization.</li> <li>9) Address vendor issues to ensure the highest level of service delivery.</li> <li>10) Maintain contractual and business relationships with vendors.</li> <li>11) Facilitate implementation of procurement change initiatives within category to improve business performance.</li> <li>12) Develop best procurement practices to lead and manage procurement teams.</li> <li>13) Develop and maintain expert knowledge of respective global supply markets, competitors and product innovations.</li> <li>14) Build strong relationship with stakeholders and ensure customer satisfaction.</li> <li>15) Provide assistance to company's acquisition strategies by completing the due diligence and integration activities for the spend categories.</li> <li>16) To perform Tender and RFQ activities and other procurement related activities.</li> <li>17) Plan and execute effective negotiation processes with vendors.</li> </ol> |

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|                                   | <p>18) To perform any other tasks not specified herewith as required /instructed by superior/management</p>  |
| <p>JOB REQUIREMENT/COMPETENCY</p> | <p>Academic Qualification<br/>Minimum a Degree in any business management, administration or engineering (preferably) disciplines.</p> <p>Knowledge/Skill competencies/Leadership</p> <ol style="list-style-type: none"> <li>1) Excellent communication, negotiation and leadership skills.</li> <li>2) Strong analytical skills</li> <li>3) Knowledge in strategic sourcing or commodity sourcing.</li> <li>4) Proficient in Microsoft Word, Excel and SAP.</li> </ol> <p>Other requirements</p> <ul style="list-style-type: none"> <li>• Minimum five (5) years in procurement (Strategic Sourcing or Commodity Sourcing) in supervisory role.</li> <li>• Excellent proficiency in English (written and spoken)</li> <li>• Experience in writing approval paper to approving authority or tender committee.</li> </ul> |
| <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<br/>NO. 1, PESARA KING EDWARD<br/>10300 GEORGETOWN<br/>PULAU PINANG<br/>(U/P:Staffing Unit, Human Resources Department)<br/>or<br/>Email : <a href="mailto:recruitment@penangport.com.my">recruitment@penangport.com.my</a><br/>BEFORE/ON : 14.09.2020</p>   |