Job Description

JOB TITLE: Sr. Purchase Buyer

GENERAL PURPOSE:

As a Sr. Purchasing Buyer you will be responsible for sourcing Chemicals, equipment, goods and services and managing vendors. The successful candidate will be able to perform strategic procurement activities across multiple categories of spend, search for better deals and find more quality & competitive suppliers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- To identify potential chemical manufacturers / suppliers.
- Compare and evaluate offers from various manufacturers / suppliers
- Coordinate with internal Quality Department to qualify all the new / alternative suppliers
- Negotiate contract terms of agreement and pricing
- Track orders and ensure timely delivery
- Review quality of purchased products in coordination with internal quality department
- Enter order details (e.g. vendors, quantities, prices) into internal SAP database
- Maintain updated records of purchased products, delivery information and invoices
- Prepare reports on purchases, including cost analyses, cost conversion cycle
- Monitor stock levels and place orders based on the SAP Safety Stock Levels
- Forecast price and market trends to identify the price fluctuations and provide advance heads-up
- Partner with stakeholders to ensure clear requirements documentation
- Attend trade shows and exhibitions to stay up-to-date with industry trends

EDUCATION and EXPERIENCE:

- Chemical Engineer / BSc Chemistry or Equivalent
- Minimum 5 years of purchase experiences in Water Chemical Industry
- Proven working experience as Purchasing Buyer or Officer in Chemical Industry
- Good knowledge of vendor sourcing practices (researching, evaluating and liaising with vendors)
- Interest in market dynamics along with business sense
- Excellent negotiation and networking skills
- Working experience in SAP Database
- Solid analytical skills, with the ability to create financial reports and conduct cost analyses
- Solid judgement along with decision making skills
- Strong leadership capabilities