



**AEROSPACE COMPOSITES MALAYSIA SDN BHD**

# **Procurement Specialist**

## **Responsibilities:**

- Support the Procurement Manager in any quality, delivery, and planning issues related to Procurement
- Continuously review the current work scope and coordinate the team accordingly
- Review and monitor team's performance against company's business goals and objectives
- Establish and maintain meeting cadence within the Procurement scope of works
- Ensure material planning and purchasing activities are properly executed per the production requirement and parallel to the company business plan
- Managing all the material commodities are well procured and stocked at the right quantity and time to support the operations
- Responsible for monitoring and managing materials planning to avoid material shortage
- Plan and execute the cost-saving initiative
- Prepare, review and present data/matrix of Procurement to Senior Manager and Leadership Team
- Communicate with suppliers for any negotiation related to delivery, pricing and agreement toward long-term benefits
- Responsible for managing contracts including drafting, reviewing, analyzing and negotiating contracts for all suppliers
- Track deliverables, deadlines, and payments, and ensure that all parties adhere to the terms of the contract
- Managing contract renewals and terminations (keep track of contract end dates, negotiate renewals, and ensure that contracts are terminated correctly when they are no longer required)
- Providing guidance such as communicating the contractual obligations to internal and external stakeholders and providing guidance on contract management policies and procedures

## **Requirements:**

- Degree or Master's Degree in business management discipline or equivalent
- Minimum of 10 years of related work experience
- Possess excellent leadership and organizational skills and teamwork ability at all levels. Proactive personality with strong problem-solving, negotiation, contracting processes and contract law.
- Proactive personality with strong analytical skills
- Strong communication skills

### **Kindly contact or send your resume to below address:**

Human Resources Department  
Aerospace Composites Malaysia Sdn Bhd (411595-X)  
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