



THAI NIPPON STEEL ENGINEERING & CONSTRUCTION CORPORATION LTD.

Buyer

Department: Procurement

Job Summary:

Source and assess supplies from approved vendors to meet procurement requirement, coordinate with stakeholders upon technical evaluation (TBE) and cost evaluation (CBE) for compliance in selection process, negotiate price/term and condition in alignment with procurement budget plan, term, and condition, also proceed with purchase order (PO) documents for approval / issuance as well as perform expediting activities for timely material delivery as per procurement schedule, including monitor purchasing order closing process and expediting payment.

Responsibilities:

- Prepare, update vendor pre-Qualification assessment and assist in sourcing new vendors.
- Consolidate cost details for Lead Buyer in bidding activity.
- Prepare ERS for approval in compliance with the Procurement Authorization Matrix.
- Perform purchasing progress in accordance with procurement procedure.
- Communicate with vendor on clarity of proposal related to commercial terms and condition, cost and schedule negotiation, etc.
- Prepare CBE, Purchase Order (PO) for approval as per project schedule.
- Monitor Vendor progress and expedite delivery to meet PO delivery schedule and coordinate interfaces with stakeholders.
- Track and report thorough procurement progress till delivery.
- Monitor post-delivery payment status and follow-up payment process.
- Conduct post-procurement vendor performance evaluation.
- Do best effort to make money and/or minimize loss

Qualifications:

- Bachelor 's Degree in any fields.
- 2 year's experience as a minimum in expediting of engineered Equipment, preferably, in an associated industry.
- Experience in EPC of offshore platform, module and/or others facilities in oil & gas and/or energy sectors is preferable.
- Good command of English both written and spoken.

Contact US:



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