

PROCUREMENT OFFICER / EXECUTIVE/ SR. EXECUTIVE

Responsibilities:

- Managing and handling restaurants and corporate daily purchasing process.
- Plan and purchase materials from overseas suppliers and ensure timely delivery.
- Responsible for handling and coordinating purchases for new restaurant opening.
- Preparing stock projection for any promotion and coordinating on the stock delivery to restaurants.
- Sourcing for new products/ new suppliers, obtain quotation and negotiate for the best price.
- Analyse and prepare stocks reports to enable control of restaurant inventory level.

Requirements:

Procurement Officer

- Candidate must possess at least a SPM/ STPM.

Procurement Executive/ Senior Executive

- Candidate must possess at least a Diploma or Advanced/Higher/Graduate Diploma in Business Studies/Administration/Management or equivalent.
- Experience in purchasing or administration function will be an added advantage.
- Possess own transport and minimum travelling is required.
- Required skill(s): MS Office applications.
- Good command in spoken and written both English and Bahasa Malaysia
- Self- motivated and able to work independently.
- Required Language(s) : English, Bahasa Melayu and/or Mandarin.
- 2 Full-Time positions available.