

POSITION	Executive
DIVISION	Procurement, Corporate Services
RESUME SUBMISSION	hr@insken.gov.my

JOB DESCRIPTION

- Recording and updating all vendor's registration in compliance with Finance and Procurement SOP
- To monitor vendor's quotations are within the Program Approval Form (PAF) requested.
- To monitor quality of products and services provided by vendors meet the expectation of the requestors.
- To monitor the delivery of products and services by vendor in a timely manner and meet the expectation of the requestors.
- To raise Purchase Requestor Form after receiving instruction from requestor by email or Programme Approval Form (PAF) and to get the quotation within 3 days.
- To prepare Purchase Order Form attached with the supporting details (PAF, quotations, etc) within the same day.
- To raise the Purchase Order to selected Vendor after approval is given within the same day.
- To accept the Delivery Order and Invoice raised by vendor after delivery of their products and services within the same day.

- To submit all the supporting details together with the invoice to Finance Department once receive the invoice from vendor within the same day and key in the PO & invoice using FACT system
- To monitor monthly basis - An assessment and record of the amount of stock by organization.
- Undertake special assignments, ad-hoc functions and related duties as and when assigned.

REQUIRED SKILLS AND EXPERIENCE

- A degree holder with a minimum of 2 years' experience in procurement or any equivalent education background.
- Candidates should possess relevant procurement/customer support/administrative experience.
- Strong organisational skills and attention to detail
- Excellent communication and interpersonal skills
- Excellent report writing and presentation skills
- Ability to work under tight deadlines
- High degree of problem-solving skill, flexible and creative skill
- Ability to work well within team internally and externally and able to work independently with minimal supervision