

Regional Container Lines Public Company Limited

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## Officer (Central Procurement)

**URGENTLY REQUIRED**

### Responsibilities:

- Verify proforma of TOS, SHS, IJS, VMS, STR, MNR, and CRS
- Ensure data quality with accuracy and timely for all cost modules and CRS
- Costs saving and recovery costs from responsible party concern.
- Improve proforma and work process
- Monitoring all charges to ensure minimize costs and saving.
- List the key roles (day-to-day main duties)
- Follow up with Location to ensure proforma is generated timely.
- Verify and approve proforma for TOS, SHS, IJS, VMS, STR, MNR, and CRS
- Verify costs recovery with local office for collected amount and chasing for outstanding.
- Coordinate with Parties concern to ensure costs submission are correctness and costs efficiency.
- Summary CFS at India to VP (Central Procurement)
- Prepare scorecard

### Qualification:

- Bachelor degree in any related field. (Mathematical background is advantage)
- Analysis thinking skills
- Good command in English both written and spoken
- Computer literate and able to use Ms Office
- Active, Positive & Great Personality

Please send resume (English) with your expected salary to

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