

Join US!

Executive (Overseas Purchasing/ Sourcing)

Responsibilities ;

- Plan and arrange transport for collection (or) to transfer spares / stores to the respective vessel and to ensure the parts delivery onboard vessel within the time frame and to update Incoming/Outgoing Record files up-to-date.
- Complete checking and verify Transport Invoices by issue BASS PO and submit invoices to Account Department for payment.
- Purchase RCL Form for Vessel use if stock level runs low.
- Prepare Proforma Invoices with packing list and submit to forwarder for booking Air/Sea shipment to various port and to email/inform Consignee for the shipment clearance in order to meet vessel schedule for supply at port.
- Selection of vendors to meet company policies, timely supply of goods, services and goods purchased are from reliable / right sources to meet vessel schedule at various port supply.
- Follow-up with goods rejection and problematic invoices with vendors in time for submission to Accounts Department before payment due date.
- Collate quotations and input quotation details into BASS Purchasing system and close comparison sheet for Supt / Fleet Manager in-charge for approval within the timeline.
- Work closely with suppliers and negotiate for the best price, payment term and ensure the term conditions are according to our requirements.

Qualifications ;

- Age 27-35 years old.
- Bachelor's degree in Business Administration, Logistics or related field.
- Experience in overseas purchasing for at least 3 years.
- Good English Communication (TOEIC>600).
- Sea transport knowledge has an advantage.



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