

# Job Description

## Purchasing Officer



<b>Position Title:</b>	Purchasing Officer
<b>Department:</b>	Administration
<b>Directly reports to:</b>	Purchasing Manager
<b>Direct Reports:</b>	-

<b>Job Summary</b>	<p>Purchasing Officer is responsible for sourcing, procuring, and managing direct materials to support manufacturing operations, with a particular focus on chemicals and technically regulated materials. This role involves close coordination with internal stakeholders and suppliers to ensure timely supply, quality compliance, cost control, and adherence to applicable regulations. The position requires structured thinking, attention to detail, and effective communication to support stable operations and continuous improvement within Purchasing function.</p>
<b>Key Tasks and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Manage procurement activities for direct category (raw materials, components, consumables, packaging, etc.) in line with production requirements, technical specifications, and company policies</li> <li>• Execute the end-to-end procurement process, including purchase requisition review, purchase order management, and payment coordination</li> <li>• Ensure purchasing activities are conducted in compliance with company policies and applicable regulations</li> <li>• Lead cross-functional collaboration with internal stakeholders to ensure uninterrupted supply, optimize costs and inventory levels, and develop effective procurement strategies; ensure full compliance with applicable import regulations and regulatory requirements for all purchased materials</li> <li>• Proactively stay up to date with and thoroughly understand regulations related to chemicals and chemical classification; manage chemical categories in compliance with applicable laws and propose appropriate purchasing strategies to ensure legal compliance</li> <li>• Collaborate closely with Headquarters and other Group subsidiaries on sourcing activities, procurement coordination, and information exchange, in alignment with Group standards and local requirements</li> <li>• Develop and execute vendor sourcing strategies aligned with cost optimization and quality requirements</li> <li>• Negotiate, execute, and manage supplier contracts, ensuring compliance with agreed terms and company policies</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain strong partnerships, monitor supplier performance and resolve issues related to quality, delivery, or supply shortages</li> <li>• Maintain accurate procurement records, contracts, and supplier documentation.</li> <li>• Support audits and reporting related to procurement activities</li> <li>• Other relevant tasks as assigned by Purchasing Manager or Head of Administration.</li> </ul>
<p><b>Skills and Abilities</b></p>	<ul style="list-style-type: none"> <li>• Solid understanding of direct materials procurement within a manufacturing environment</li> <li>• Knowledge or exposure to chemicals and technically regulated materials is an advantage</li> <li>• Strong attention to detail with structured and analytical thinking</li> <li>• Ability to communicate clearly and work effectively with internal and external stakeholders</li> <li>• Good problem-solving skills with a proactive and responsible approach</li> <li>• Team-oriented mindset with the ability to collaborate and support a growing Purchasing function</li> <li>• Willingness and availability to travel for business trips as required by job responsibilities and direct management</li> <li>• Good command of English, both written and spoken</li> <li>• Microsoft Office proficiency</li> <li>• ERP/ SAP experience preferred</li> </ul>
<p><b>Experience and Education</b></p>	<ul style="list-style-type: none"> <li>• 3+ years of experience in direct procurement within a manufacturing environment</li> <li>• Bachelor Degree or higher in Business, Logistics, Foreign Trade, Supply chain Management, Engineering, Chemistry, or a relevant field</li> <li>• Background in Chemistry or chemical-related industries is highly preferred</li> </ul>