

Job Description

Purchasing Officer

Position Title:	Purchasing Officer
Department:	Administration
Directly reports to:	Purchasing Manager
Direct Reports:	-

Job Summary	The Purchasing Officer independently manages end-to-end procurement activities for assigned categories, projects and procurement scopes, ensuring competitive sourcing, supply continuity, timely delivery, cost effectiveness and compliance. The role requires strong ownership, commercial judgment, adaptability and close collaboration with internal stakeholders, suppliers and the Global Purchasing team.
Key Tasks and Responsibilities	• Independently manage sourcing and procurement activities with end-to-end accountability • Conduct market research, identify and evaluate suppliers, and provide well-supported sourcing recommendations • Lead negotiations on pricing, payment terms, delivery conditions, contracts and other commercial terms • Manage supplier relationships and performance; proactively resolve supply, quality, delivery or commercial issues • Identify supply and procurement risks and recommend appropriate mitigation or alternative sourcing actions • Work closely with internal stakeholders and Global Purchasing on business requirements, sourcing strategies, projects and cost-saving initiatives • Support project/CAPEX procurement, process improvement, audit and ISO-related Purchasing activities where required • Maintain accurate procurement records and provide clear, timely reporting on status, risks, savings and actions required • Act as backup for other Purchasing team members to support business continuity • Perform other relevant assignments from the Purchasing Manager or Head of Administration
Skills and Abilities	• Solid understanding of Purchasing and Supply Chain processes • Strong negotiation, analytical and commercial skills • Strong ownership and problem-solving mindset; able to work independently and follow matters through to completion • Good stakeholder-management and cross-functional collaboration skills.

	• Adaptable and willing to learn and manage different procurement categories and projects • Team-oriented, with willingness to share knowledge and provide backup support • Well-structured, systematic and accurate working style. • Good written and spoken English • Microsoft Office proficiency • SAP/ ERP experience preferred
Experience and Education	• Minimum 3 years of relevant Purchasing/Procurement experience, preferably in a manufacturing, industrial, engineering or B2B environment • Experience in supplier sourcing, negotiation and supplier management • Experience in multiple procurement categories and/or project procurement is an advantage • Bachelor's degree or higher in Supply Chain Management, Business, Logistics, Foreign Trade, Engineering or another relevant field.