

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

Job Summary	Purchasing Officer is responsible for all procurement activities for construction, engineering, and other project-related requirements, ensuring timely delivery, cost-effective and compliance with technical and safety standards. This role also supports general purchasing needs across the company, contributing to operational excellence and sustainable supplier partnerships.
Key Tasks and Responsibilities	<p>1. Project Procurement</p> <ul style="list-style-type: none"> • Lead and coordinate procurement for construction, engineering, and technical projects, from tendering through contract award and delivery; • Align purchasing schedules with project timelines to prevent delays, closely coordinating with relevant departments/ teams/ sections and Project Management personnel; • Ensure all purchased items meet approved technical specifications and quality standards, working with engineering and production teams to verify requirements; • Prepare and maintain procurement plans, documentation, and regular progress reports for management and project stakeholders. <p>2. Vendor management</p> <ul style="list-style-type: none"> • Source, evaluate, select, and develop qualified suppliers for machinery, equipment, construction materials, and related services; • Collect quotations, analyze and compare pricing, commercial terms, and propose optimal purchasing solutions; • Negotiate contracts with project vendors, ensuring favorable terms for quality, price, and delivery; • Coordinate with suppliers and internal teams during equipment delivery, installation, and commissioning phases; • Conduct supplier performance reviews, focusing on technical capability and reliability, and coordinate with Quality Control to address non-conformities promptly. <p>3. Contract & Risk management</p> <ul style="list-style-type: none"> • Draft, review, and negotiate project purchase agreements, including penalty clauses, warranty terms, and delivery milestones; • Monitor contract compliance, address disputes, and mitigate risks in project procurement, in collaboration with Finance and relevant stakeholders.

	<ul style="list-style-type: none"> Follow up on warranty terms, service support, and claim procedures where needed. <p>4. Cost and compliance control</p> <ul style="list-style-type: none"> Perform cost analysis and evaluations for high-value project purchases; Ensure compliance with internal/ external legal standards and/or regulations governing the Company and/or the business of the Company, coordinating with relevant stakeholders when required. <p>5. General Purchasing</p> <ul style="list-style-type: none"> Support day-to-day procurement needs across departments Maintain purchasing records, update SAP database when required, and track order statuses, liaising with requesters to ensure timely delivery and accurate documentation. Other relevant tasks as assigned by Purchasing Manager or Head of Administration.
Skills and Abilities	<ul style="list-style-type: none"> Solid understanding of construction materials, engineering equipment, and technical supplier markets Well-structured, systematic and accurate working style Project coordination and time management skills Advanced negotiation skills for Capex and Opex procurement Analytical thinking for cost and risk assessments Excellence communication and cross-functional collaboration abilities Fluency in Vietnamese and English Microsoft Office proficiency ERP/ SAP experience preferred
Experience and Education	<ul style="list-style-type: none"> 3+ years of relevant experience in technical procurement, especially in machinery, equipment, or construction materials. Bachelor Degree or higher in Business, Logistics, Foreign Trade, Supply chain Management, Engineering, or a relevant field.