

Position Title: <i>Vị trí ứng tuyển:</i>	Purchasing Officer
Department: <i>Bộ phận:</i>	Administration
Directly reports to: <i>Báo cáo trực tiếp:</i>	Purchasing Manager
Direct Reports: <i>Báo cáo</i>	

Job Summary <i>Tóm tắt công việc</i>	Purchasing Officer is responsible for independently managing procurement processes of assigned product categories. Ensures cost-effectiveness, delivery accuracy, and compliance with corporate and legal requirements.
Key Tasks and Responsibilities <i>Nhiệm vụ và trách nhiệm chính</i>	<ul style="list-style-type: none"> • Lead procurement activities with full accountability • Lead negotiations on pricing, contracts terms and conditions • Lead sourcing, evaluate and select suppliers including market research and supplier recommendation for company's most competitive advantages • Make sure all orders are planned with most efficiency, on time and in full delivery (OTIF) • Coordinate with Global purchasing team to develop the supply strategy and deliver the cost-saving targets • Work closely with relevant stakeholders to optimize stock levels & supply plans • Handle any supply issues or discrepancies promptly • Manage relationships, evaluate vendor performance, resolve conflicts • Maintain accurate records of master data and purchasing planning parameters • Prepare insights, saving reports, and performance analysis assigned by Manager • Ensure compliance with internal/ external legal standards and/or regulations governing the Company and/or the business of the Company • Other relevant tasks as assigned by Manager/ Head
Skills and Abilities <i>Kỹ năng cần thiết</i>	<ul style="list-style-type: none"> • Well-structured, systematic and accurate working style • Self-confident and strong in negotiation • Cost control consciousness • Market research analysis • Stakeholder management • Ability to work independently and in teams • Ability to perform data analysis and make data-driven decisions • Fluency in Vietnamese and English • Microsoft Office proficiency • ERP/ SAP experience preferred
Experience and Education <i>Kinh nghiệm và học vấn</i>	<ul style="list-style-type: none"> • 3+ years of relevant experience in a manufacturing company necessary • Bachelor Degree or higher in Business, Logistics, Foreign Trade or a relevant field
Contact <i>Thông tin liên hệ</i>	Interested? Please send your application to Career@kurz.vn