



<b>Position Title</b>	<b>SENIOR EXECUTIVE</b>
<b>Company</b>	<b>TELEKOM RESEARCH &amp; DEVELOPMENT SDN BHD</b>
<b>Work Place</b>	<b>TM INNOVATION CENTER, CYBERJAYA</b>
<b>Report To</b>	<b>PROCUREMENT MANAGER</b>
<b>Position Category</b>	<b>EXECUTIVE (BAND 1)</b>
<b>No of Vacancies</b>	<b>01</b>

**Responsibilities:**

**JOB'S SPECIFICATIONS**

1. To play key function activities in Invitation of Quotation and Direct Purchase Processes.
2. Assisting Tender Processes with Group Procurement.
3. Receive and verify Purchase Request according to specifications, required time and expediting the orders.
4. Recommend on best supplier based on the best price, required quality, complied specification, delivery date and terms and condition.
5. Negotiate in price, quality and delivery with suppliers.
6. To play key function in the Procurement Committee meeting, preparation of minutes and involvement as a secretary.
7. To facilitate contract preparation and liaison with Legal Dept and User.
8. Developing Best practice and continuous improvement in daily operations and utilizations of the e-procurement system and proficiency in SAP system
9. Manage contractual issues in the event of disputes between user(s) and supplier(s) and implement the terms and condition of the contracts.
10. Resolve Operational Problems by way of discussion with the peers, Sectional and Divisional Heads on adhoc material/service requirements or delays due to unforeseen circumstances.
11. Measure the delays and non-conformance which warrant the Liquidated Damages action on suppliers as provided in the contract.
12. Analyze and counter-measure the reasons of any non-achievement for continuous improvements and benefits.

**Requirements:**

1. Degree in Business Admin/ Accounting/ Finance / Engineering/ IT or equivalent
2. Five (5) years Working experiences in Procurement
3. Well-versed in eProcurement / SAP system
4. Knowledge in Business Law
5. Good Negotiation skills
6. Able to work independently
7. Good command in English- speaking and writing.