

## PURCHASE MANAGER

### Job Responsibilities Include:

- Develop, lead and execute purchasing strategies
  - Effectively reduce expenses and improve purchasing & procurement processes. • Negotiate strategies and deals with the vendors in accordance with business policies • Forecast price along with market trends to identify and mitigate risks • Perform cost & scenario analysis, and bench-marking • Seek and partner with reliable vendors/suppliers • Determine quantity, quality and delivery timelines • Responsible for hiring, training and retaining staff
- Requirements • Bachelors degree in supply chain management, logistics or business administration • Proven 2 years working experience as purchasing manager, agent or officer • Strong knowledge of sourcing and vendor management • Enhanced negotiation and networking skills required • Ability to gather and analyze data and transform them into meaningful information • Analytical skills along with decision making skills • Strong leadership capabilities • Must be able to communicate in English