

Job Opportunity: Procurement Manager

POSITION OVERVIEW:

Reporting to the Chief Technology Officer in Singapore, the Procurement Manager will be based in Singapore. The Procurement Manager will be providing products availability updates and working with our vendors on purchase orders processes, aiding in quotation, receiving orders confirmation, and tracking to ensure that goals and objectives are accomplished within the prescribed time frame.

Provides support to the project management and operations team based in various SEA countries. The procurement manager is expected to provide support in project management such as budget monitoring, project tracking, and project analysis.

The major challenges for this position are meeting competing, non-negotiable deadlines and providing quality administrative support in a complex and dynamic operating environment in renewable energy field. Working to tight deadlines while managing the quality and timeliness of outputs.

JOBS DESCRIPTION:

1. Manage quotation, internal purchase requisition, purchase orders and invoices validation relate to Roof Top Solar projects, operation and maintenance activities.
2. Close tracking of all purchase orders and multi-projects orders to ensure timely delivery of materials to support the project team.
3. Manage customs matters, include import and export documentation (AWB, BL, GST permits, etc.) and shipping documents.
4. Liaison with in house legal counsel on all purchasing and procurement related legal documentation (construction agreement, sales agreement and etc)
5. Provide expertise and guidance to project managers on logistics and customs aspects.
6. Maintenance of Project monitoring trackers and document control.
7. Project support on cashflow forecast and procurement.
8. To conduct post project analysis (Budget vs cost, timeline)
9. Support implementation and compliances of ISO 45001/9001 processes.
10. Support the company's endeavour for Certification applications (EMA, EMC, BCA...)
11. Manage Inventory.
12. Monitor and analyse energy generation data.
13. Processing of intercompany invoices.

REQUIREMENTS AND QUALIFICATIONS:

- Degree in Supply Chain/Business Management or equivalent with relevant end to end procurement experience and team management experience.
- Proven track record in Procurement, Project Controls, Supply chain management, Custom matter
- Experience in HSE and certifications is an added advantage
- Experience in project coordination and wholistic support functions
- Knowledge of the Renewable Energy and Solar industry operations and materials is preferred
- Good technical understanding of solar PV technology is an added advantage.
- Minimum 5-years' working experience in EPC, Engineering or Construction.
- Excellent team player, self-driven and results oriented
- Excellent administration and coordination skills
- Positive attitude, proactive and hardworking
- Goal-oriented with an independent working style, committed and initiative
- Strong analytical skills and resourceful
- Ability to multi-task, work under pressure and manage tight deadlines
- Excellent command in English; both verbal and written. Ability to multi-task under pressure.