

<b>Job Description</b>	
<b>Position</b>	Assistant Manager, Procurement Dept.
<b>Department</b>	Procurement Dept.
<b>Division</b>	Finance, Admin & Procurement Division

## **SUMMARY OF RESPONSIBILITIES**

Responsible to lead, coordinate, support, and coach assigned team on PayNet's procurement activities for the assigned divisions to ensure the function delivers cost efficiency without compromising quality. Provide advice and guidance on procurement, vendor engagement and relations, evaluation of supply options, and development and maintenance of effective procurement policy and procedures.

### **Key Areas of Responsibilities**

#### **Core Functions – Procurement & Vendor Management**

- a. Facilitate procurement policy and procedures maintenance, enhancement, awareness and understanding alignment by all internal customers.
- b. Support and work with team to proactively manage divisional procurement needs by providing timely recommendations and managing turnaround time of procurement process including doing the quarterly forecast of procurement activities for assigned divisions.
- c. Responsible in ensuring the highest level of ethics and due diligence are complied with, managing conflict of interest situations, and ensure compliance in letter and spirit with delegated authority limits, procurement policies and procedures that meet internal and external compliance requirements.
- d. Conduct research and benchmarking exercise to gain knowledge and awareness of industry best practices and evaluate feasibility of embedding those best practices in PayNet.
- e. Manage procurement database inclusive of Purchase Orders data maintenance, closures and analysis as part of procurement activities review and control.
- f. Facilitate / support / act as a Liaison to assist Project Managers on contract development where required.
- g. Coordinate the process of issuance and closing of purchase orders; developing bids and proposals; and resolve discrepancies with the divisions.
- h. Function as a central body to develop, manage vendor registration / management portal and provide relevant guidance to other divisions.
- i. Manages and nurtures relationships with vendors to ensure best services and value.
- j. Source, develop and maintain a qualified pool of suppliers to ensure operational sustainability, reduce delivery and overdependence risk.
- k. Conduct due diligence, risk assessment, and ensure vendor monitoring are continuously performed.
- l. Establish standards and process for approved vendors performance assessment and management and ensure to track, measure, report and evaluate vendor performance.
- m. Coach and facilitate all stakeholders'/users' understanding and application of procurement policy and procedures including usage of electronic Purchase Requisition system (ePR).
- n. Apply continuous coaching to the assigned team member to ensure quality procurement activities.

**Others**

- a. Effectively motivate, lead, and support direct reports / team, inclusive of developing the team's knowledge / skills through on-the-job coaching and providing them with the relevant information / tools.
- b. Maintain good working knowledge of new developments in payment-related industry.
- c. Observe and comply to security responsibilities as stated in the company's Information Security Policy and Guidelines on Information Handling and Security Classification.
- d. Perform any other assignments as directed by the Head of Department, Division and PGMC.

**QUALIFICATIONS**

- a. Has a degree with in Business Administration/ Economics or other related discipline.
- b. Has the experience in procurement and vendor management
- c. Demonstrate project management, influencing, negotiation & business partnering skills
- d. Possess attention to detail and has the ability to prepare related procurement documents (RFP/RFQ/RFI) in compliance with policies and procedures.
- e. Highly motivated with good business instincts, active participation, possesses dynamic mindset and a go-getter.
- f. Able to work with various stakeholders and possess excellent written and oral communications skills and also financial or data analysis skills,
- g. Able to lead, supervise, train and develop team members, to include organizing, prioritizing, and scheduling work assignments.
- h. Experience in financial payment industry is an added advantage.
- i. Proficiency in Microsoft Office i.e. Word, Excel, PowerPoint and Project