

JOB DESCRIPTION

Position	Senior Executive, Procurement
Department	Procurement
Division	Finance, Administration & Procurement

SUMMARY OF RESPONSIBILITIES

Responsible to manage the full cycle of procurement activities in collaboration with Business / Project Owners / Managers according to the prescribed policy, procedures, and control measures efficiently and effectively.

KEY AREAS OF RESPONSIBILITIES

- Manage procurement process for the assigned divisions from opportunity assessment, data gathering, market analysis, sourcing, negotiation, vendor selection, creation of purchase orders, reporting, performance management to achieve the intended expectations and value for money
- Coordinate strategic sourcing process for the assigned division, (e.g. RFI/RFQ/RFP), bid evaluation, supplier selection according to PayNet Procurement Policy and Procedure
- Liaise with external vendors to ensure accuracy of business contact and quotation details
- Ensure full review of relevant documents for RFP/RFQ/RFI inclusive of approval papers to PGMC, evaluation templates. Work with Project / Business Manager and challenge if necessary to ensure clarity of information provided to bidders to generate effective proposals/quotations
- Perform relevant Due Diligence for all procurement activities via RFP/RFQ/Direct Purchase according to the prescribed process verification process as stipulated in the Vendor Management Procedure
- Support in preparing and updating procurement policy and procedures for Management approval and upload in Document Management System (DMS) for reference
- Support in preparing relevant training and awareness materials for organisation wide awareness programme
- Review Purchase Requisition requests in electronic Purchase Requisition System (ePR) prior to releasing for the next approving process. Ensure accuracy of Purchase Order (PO) generation from the system
- Prepare and maintain all related procurement reporting such as RFP/RFQ/RFI/Direct Purchase/Purchase Order databases, vendor master list and vendor's performance records
- Responsible to coach / train relevant stakeholders in ensuring compliance to prescribed procurement policy and procedures
- Demonstrate successful use of risk management, responsible sourcing, and supplier relation management

Others

- Maintain basic working knowledge on new developments of PayNet products/services and payment / digital related industry
- Observe security responsibilities as stated in the company's Information Security Policy and Guidelines on Information Handling and Security Classification.
- Perform any other assignments as directed by the Assistant Manager/ Head of Department / Division etc.

QUALIFICATIONS & EXPERIENCE**Minimum Qualifications & Professional Certification**

- Degree with discipline in Business Administration/ Office Administration/ Information Technology or related discipline.

Working Experience

Experience in project management, change management, analysis, research and / or the payment industry would be an added advantage.

Other Additional requirements

- Basic proficiency in Microsoft Office i.e. Word, Excel, PowerPoint, Outlook and Project
- Excellent interpersonal and communications skills (both verbal and written) in English and Bahasa Malaysia.
- Must have good customer service and effective interpersonal skills, i.e. able to be tactful in their dealings with people.
- Strong understanding or experience in procurement / purchasing / vendor management is required
- Knowledge of any procurement solution is a plus point
- Detailed oriented with effective planning, cost analysis, report preparation is an added advantage
- Candidate must have discretion, good judgment, organisational ability, initiative, and the ability to work independently.