



PROCUREMENT MANAGER

PERCETAKAN NASIONAL MALAYSIA BERHAD (PNMB) is an established printing company with branches in most of the states in Malaysia seeks a qualified **PROCUREMENT MANAGER** to be based in Kuala Lumpur.

DUTIES & RESPONSIBILITIES

The successful candidate will report to Senior Procurement & Logistic Manager and shall have the following duties and responsibilities:-

- Plans, directs and manages the central procurement activities of the company under direction from the Senior Procurement & Logistic Manager
- Responsible for the entire purchasing process from requisition to sourcing, request for quotation, supplier evaluation, negotiation, delivery control and expediting materials and services to ensure on-time delivery.
- To ensure materials purchased are in accordance to specifications and delivery at the overall lowest price.
- Analyze pricing of material to identify opportunities for cost reduction.
- Prepare and negotiate contract documents for purchases to insure compliance with procurement policies and procedures.
- To plan and conduct tender exercise.
- Ensure full compliance of tender policy and procedures.
- Working experience in printing industry will be an advantage.

REQUIREMENTS

- **AGE**
* Candidates should be above 30 years old.
- **QUALIFICATION**
* Possess a Degree in Business Administration/Purchasing/Material Management/ other relevant disciplines
- **WORKING EXPERIENCE**
* At least **5 years** experience in similar job function.

OTHER REQUIREMENTS

- Able to handle contract negotiation and cost reduction programs.
- Relevant experience in sourcing and vendor partnership.
- Good exposure to sourcing strategies and implementation

The remuneration package is commensurate with qualification, knowledge, hands on experience and skills. Candidates are required to submit a comprehensive resume including details of job responsibilities, present and expected salary and passport size photograph (n.r) to the following address by mail, fax or e-mail on or before **10th March 2010** :

**ADMIN. & HUMAN RESOURCE DEPARTMENT
PERCETAKAN NASIONAL MALAYSIA BERHAD**

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