COMPANY OVERVIEW

Sinergi Perdana Sdn Bhd ("SPSB") is a consortium formed by Malaysia's biggest government plantation agencies, namely Federal Land Development Authority ("FELDA"), Felcra Berhad ("FELCRA") and Rubber Industry Smallholders Development Authority ("RISDA"). The consortium is under the supervision of Ministry of Rural & Reginal Development (KPLB) and was established with an objective to coordinate plans and strategies in exploring various business ventures locally and internationally especially in fertilizer and agrochemical business. SPSB currently has one subsidiary, namely Sinergi Perdana Marketing Sdn Bhd (SP Marketing).

JOB VACANCY 1
Senior Executive Procurement (Port Klang, Selangor)
Salary Starting (RM2500 to RM4000)

- Key role in procuring high-quality and cost-efficient supplies for our organization. You will follow procurement procedures, maintain an updated list of inventory and incoming purchases and supplies, and be responsible for approving purchases.

Duties

- Respond to e-mails and phone calls from vendors and interact with various employees to keep orders moving smoothly.
- Responsible for providing quotes, lead times, price, and minimum purchase information.
- Make enquiries and evaluate suppliers based on price, quality, and selection service, support, and availability, and other factors relevant to the company.
- Carry out the preparation and issuance of purchase order based on contracted price or agreed quotation price.
- Analyse and update market price to understand market trends and ensure that the organization is using the right supplier.
- Conduct and prepare tender and outsourcing process through open or close invitation for yearly or ad-hoc purchase and to liaise and negotiate prices and contract terms of agreement with suppliers.
- Prepare Monthly Purchase Order and Contract Status Report to update its progress to update either PO open or close, contract utilization balance and usage, status of delivery, updated price and price variance between contract price and current purchase price.
- To ensure that all invoices received on time, liaise with suppliers on any invoices not received, liaise, and follow up and update to finance on payments and invoices.
- Manage in-house stock level, avoiding insufficiencies or excessive surplus through periodic stock check and update inventory system.
- To ensure that all documents are properly received and well documented for filling and audit purpose (such LOA, Agreement, Performance Bond, and others)
- Prepare BOD, CEO or Procurement committee paper to seek approval from the BOD, CEO and Procurement Committee which subject to level of authorization to approve.

- To perform other duties that may be assigned from time to time by the Finance Manager.

Requirement

- Candidate must possess at least a diploma bachelor's degree in Finance, Banking or any related discipline that is recognized by the government.
- Minimum 3 to 5 years' experience in Finance / Procurement role or similar. Working experience in fertilizer company is an advantage.
- Possess skill:
    - Outstanding communications, negotiation, analytical, interpersonal and multi-tasking skills.
    - Proficient in Microsoft Office Applications particularly in Microsoft Excel, Words and Power Point
    - Resourceful, self-driven, proactive, meticulous with positive attitude and independent.
    - High standard of integrity and ethical practices.
    - Fluent in Bahasa Malaysia and English.
    - Experience in using SAP/ERP systems is an added advantage.
    - Experience in manufacturing business in agriculture and chemical industries is an added advantage.

WHY JOIN US?

☑ Strategic location and working area.
☑ Friendly working environment
☑ Interesting Salary
☑ Medical & Hospitalization coverage for whole family (spouse and children)
☑ Fair compensation (Insurance coverage)

INTERESTED APPLICANT MAY SUBMIT YOUR RESUME TO:

SINERGI PERDANA SDN. BHD. (903305-K)
Lot 14, Lebuh Sultan Mohamed 1
Kawasan Perindustrian Bandar Sultan Suleiman
42000 Pelabuhan Klang, Selangor
T: +603-31790476 F: +603-31790437

Visit our website at: http://www.sinergiperdana.com.my/

Email:
shifa@sinergiperdana.com.my
nazia@sinergiperdana.com.my

Closing date: 30 April 2021