



I. Company : OSK Construction Sdn Bhd
(Formerly known as PJD Construction Sdn Bhd)

II. Division & Department: Construction

III. Designation : Purchasing Executive

IV. Job Descriptions/Job Responsibilities:

- Placing orders and inventory control.
- Works with suppliers to follow up on delivery dates and back orders.
- Maintains current and accurate files of suppliers' prices in spreadsheets or accounting software.
- Assists take offs.
- Process material receivers (MR) from site.
- Researches products and suppliers by phone or internet.
- Confers with suppliers to obtain product information such as price, availability and delivery schedule.
- Tracks the status of backorders and informs site of any issues, keep updated record.
- Processes product returns and tracks credits.
- Review supplies to ensure quality.
- Prepare and submit detail report of monthly PO issued vs material on site report and etc.
- Prepare and implement effective negotiation tactics.
- Prepare and maintain the cost comparison in order to maximise the cost saving against budget.
- Negotiating and agreeing the most favourable terms possible with suppliers once a contract has been secured.

V. Job Requirements:

- Candidate must possess at least a Diploma, Advanced/Higher/Graduate Diploma, Bachelor's Degree, Post Graduate Diploma, Professional Degree, Business Studies / Administration Management or equivalent.
- At least 5 year(s) of working experience in the related fields is required for this position.
- Knowledge in IFCA Software will be an added advantage.
- Possess a positive attitude, able to work independently, strong analytical skill and ability to meet deadlines.
- Applicants must be willing to work in Faber Tower.
- Team player and good interpersonal skills.
- Dynamic and high sense of integrity.
- Full-Time position(s) available.

VI. Work Location : Faber Tower

VII. HR Contact Details (HR Contact No., Address and E-mail):-

Contact Name : Maddy / Jasbinder
Telephone No. : 03-2162 1111 (ext. 223 / 204)
E-mail : recruitment.oskh@oskgroup.com
Address : Level 17, Plaza OSK, Jalan Ampang, 50450 Kuala Lumpur

VIII. Closing Date : 31 May 2018