

ADMINISTRATOR

Job Summary:

Prepares purchase orders by verifying specifications and price; obtaining recommendations from suppliers for substitute items; obtaining approval from requisitioning department

Responsibilities and Objectives:

Responsibilities	Objective	Key Performance Indicator
1. Search new suppliers as assigned.	1. Supplier increased.	1. Qualified supplier increased.
2. Manage suppliers list.	2. Supplier detail is correct and complete for reference and decision.	
3. Collect and check all PR forms which are submitted from all department.	3. All information is correct and complete.	
4. Compare and negotiate to the suppliers for reasonable price.	4. Lower cost and reasonable term.	
5. Manage suppliers' agreement contract and all suppliers' document is attached.	5. All detail is correct.	
6. Purchase order to supplier.	6. Product and service meet the requirement and on time.	6. Purchase order is 100% correct.
7. Follow up the delivery of goods / service within a specified period.	7. Goods / service is delivered to all concern within a specified period.	7. Goods / service is 100% correct.
8. Collect all invoices submitted to finance department for payment.	8. All invoices are paid within specified period.	8. All invoices are paid 100% correctly.
9. Work as assigned	9. Performance achieves	9. No any mistakes.

Qualification Male / Female 25 years and above

Education Background : Bachelor's Degree Major : Unspecified

Experiences : At least 2 years of procurement.

General basic information :	English Language :	Listen - Good	Other Language :	Listen -
		Speak - Good		Speak -
		Read - Fair		Read -
		Write - Fair		Write -

Computer : MS Office - Word, Excel, Outlook, Power Point

Others : Please identify