

# Procurement Executive

Kuala Lumpur | August 2018

## About Asian Geos

We are the specialist arm of [Java Offshore](#) dedicated to geotechnical site investigation and engineering services for marine infrastructures in Oil & Gas, Telecommunications and Power Sectors. Headquartered in Kuala Lumpur, we have been providing clients with geotechnical services to an array of industries around the world. Since 2003, we have completed projects locally in Southeast Asia as well as in Greater China, India, the Middle-East and Europe.

Java Offshore Group is on the lookout for highly skilled and innovative team players eager to share our vision in becoming the Offshore Contractor of Choice. To strengthen our growing team, we are looking for motivated individuals that come from a variety of backgrounds and disciplines, united by their desire to challenge and be challenged.

## Tasks & Responsibilities

- Responsible for sourcing, evaluating and selecting the right vendors on a global scale.
- Projecting stock levels, negotiating prices with suppliers, reviewing tenders, managing budgets and preparing monthly reports.
- Monitoring and evaluating vendor's delivery times, quality of products and performance on quarterly basis.
- Responsible for reviewing existing contract terms and conditions to ensure compliance are met.

## Your Profile

- Minimum Degree or Diploma in either Logistics, Supply Chain Management, Business or any relevant studies.
- Minimum 2 years of relevant working experience in related field.
- Knowledge on best practices of procurement and the oil and gas industry would be an added advantage.
- Proficient computer skills, including Microsoft Office Suite.
- Proficient in written and spoken English and Bahasa Malaysia.
- Good interpersonal skills with the ability to communicate effectively with all levels.
- Meticulous and detail orientated.
- Must be able to travel whenever required.

## How to Apply

Apply by sending an email with the subject line: "Procurement Executive Applicant" to [careers@javaoffshore.com](mailto:careers@javaoffshore.com)

Please include a cover letter and a detailed resume stating your personal particulars, qualifications, experiences, employment history, current and expected salary, attached with a recent passport-sized photograph.

**Submit your application by 31<sup>th</sup> August 2018.**

Please indicate the date of your earliest availability in your resume. Only short-listed candidates will be notified.