

## About Procurri

Headquartered in Singapore, Procurri is a global independent distributor of data centre equipment and multi-vendor maintenance provider. With offices across four continents, we offer localised, multi-country services in more than 100 countries worldwide.

Being an innovator, Procurri changes the way the world buys technology by solving data centre challenges via a channel-focused model that is backed by our global footprint and team of experienced IT experts. Our comprehensive hardware expertise and technical know-how have enabled us to provide our customers with solutions that optimise the value, performance and life span of their IT infrastructure.

With a single-minded approach towards support and service delivery, Procurri is the trusted partner of choice for mission critical infrastructure around the world. Our customers include leading companies from various industry segments as well as cloud and data centre providers, system integrators, business partners and value-added resellers.

For more information, [visit http://procurri.com/](http://procurri.com/)

Position Available:

### **Purchasing Executive**

Experienced individual who is a team player equipped with good communication and negotiation skills in support for the purchasing function in the Operations team for maintenance business.

#### **Responsibilities:**

- Participates in strategic sourcing activities and negotiations for cost scrubbing
- Facilitates effective communication and collaboration between suppliers and internal departments
- Perform supplier management and evaluation adhering to Procurri's ISO Standards
- Place purchase orders and ensure purchased parts conforms to the specific purchase requirements
- Coordinate with other business functions for approvals to generate purchase request through SAP
- Arrange inbound / outbound / return shipment(s) with in-house logistics/admin team
- Monitor delivery timeliness and proactively rectify delays, if any
- Serve as a point of contact for in-house parts testing team with suppliers on quality management and RMAs
- Review outstanding orders and/or delayed shipment and effectively resolve any issues
- Undertake any additional ad-hoc duties as assigned

Interested individuals that meet the following minimum requirements are encouraged to apply:

**Essential:**

- Diploma or equivalent with min 5 years of IT Vendor Management experience
- Solid experience in IT Purchasing
- Relevant working experience or background in Procurement function
- Strong experience in servicing accounts and clients
- Resourceful, self-driven, proactive team player
- Excellent communication and interpersonal skills
- Meticulous and details oriented, ability to prioritize and perform in fast paced environment with minimum supervision
- Have knowledge and familiar with shipping/customs requirements
- Proficient in MS Office

**Preferred:**

- Familiar with IT/Electronics parts would be an advantage
- Background/Experience in IT industry highly preferred

If this challenging position intrigues you, please send in your detailed resume (including current/expected salaries and availability) to us. **Applicants reply via E-mail:**

[hr.ap@procurri.com](mailto:hr.ap@procurri.com)

**Personal data collected will be used for recruitment purposes only and will be kept strictly confidential**