

# **WE'RE LOOKING FOR JUNIOR BUYER, INDIRECT PROCUREMENT**

**(Work base: Head Office, Cebu City)**

## **Job Description**

Providing Technical support to the purchasing process and assigned department staff with specific responsibility for processing purchasing documents, responding to related inquiries and maintaining vendor/source information for all indirect material requirement.

## **Job Qualification:**

- Graduate of any Bachelor Degree Business Administration or Commerce;
- Detail oriented and accurate in recording of information;
- At least 1 year(s) of working experience in the related field is required for this position;
- Preferably has an experience in purchases of any materials;
- Can work with less supervision;
- Can work under pressure & work overtime;
- Can canvass and negotiates best prices for materials within prescribed lead time and specifications;
- Excellent written and oral English communication skills;
- Good Interpersonal skills

To apply: Send us your resume and a copy of your TOR through

E-mail: [vfhr.finance@gmail.com](mailto:vfhr.finance@gmail.com)

For inquiries, call: 09175167009 (Globe)

(Look for Ms. Marie Angie A. Clamonte)