

WE'RE LOOKING FOR PROCUREMENT MANAGER

(Work base: Head Office, Cebu City)

Job Description

The Facilities and Construction Procurement Manager is responsible for the overall planning, execution, and oversight of the competitive bid process to create efficiency, drive value, and ensure compliance. This role will be responsible for sourcing vendors from many different areas including, but not limited to waste management, facilities supplies and materials, building and preventative maintenance, and contracted services.

Qualifications

- Graduate of Civil Engineering, license preferred but not required
- At least 5 years of Supervisory or Managerial experience in Purchasing operations in a Construction or Manufacturing Company
- Experience in Project and Contract Management
- A Procurement Professional with high ethical standards
- Strong organizational, communication and interpersonal skills
- Strong analytical skills with ability to synthesize raw data into meaningful analysis
- Business awareness and knowledge of management practices.
- Ability to work effectively with internal and external stakeholders
- Ability to organize and balance multiple long-term projects while prioritizing daily tasks in a fast-paced environment.
- High familiarity with Microsoft 365 and ERP Systems
- Strong vendor management and contract negotiations
- Strong problem-solving ability

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

E-mail: vfhr.finance@gmail.com

For inquiries, call: 09175167009 (Globe)

(Look for Ms. Marie Angie A. Clamonte)