

WE'RE LOOKING FOR

JUNIOR BUYER, DIRECT PROCUREMENT

(Work base: Head Office, Cebu City)

Job Responsibilities:

- Responsible in providing technical support to the purchasing process, with specific responsibility in vendor sourcing, price negotiation and a bit of decision making (issues that can be solved at this level).
- Processed purchasing documents related to the policies and work with vendors to place orders for the products and raw materials that a business needs and responding to related inquiries and maintaining vendor/source information.

Qualification:

- Graduate of Business Administration, Commerce, Economics, or Industrial Engineering
- With work experience in Procurement preferably with focus on Direct Procurement.
- Keen to details and accurate in recording information.
- Organized and has a positive and mature outlook
- Highly trustworthy and can work with minimum supervision
- Excellent written and oral English communication
- Good interpersonal and Negotiation Skills.
- Proficient to all MS Applications (esp. Excel)

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

E-mail: vfihf.finance2@gmail.com

For inquiries, call: 09175167009 (Globe)

(Look for Ms. Maria Theresa M. Sanchez)