

WE'RE LOOKING FOR PROCUREMENT SUPERVISOR

(Work base: Head Office, Cebu City)

JOB DESCRIPTION:

Procurement Supervisor is responsible for executing the company's competitive bid process to create efficiency, drive value and ensure compliance. Sourcing vendors from many different areas for company's operations including, but not limited to waste management, facilities supplies & materials, building and preventive maintenance and constructed services.

JOB QUALIFICATIONS:

- Graduate of Civil Engineering or any related Engineering programs (license preferred but not required)
- At least 2 years of Supervisory experience in Procurement operations in a Construction or Manufacturing Company.
- Experience in Project and Contract Management
- Strong organization, communication and interpersonal skills
- Strong analytical and problem solving skills
- 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 of MS 365 and ERP systems
- Strong vendor management and contract negotiations.

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

E-mail: vfhr.finance2@gmail.com

For inquiries, call: 0917 710 6492

(Look for Ms. Maria Theresa Sanchez)