

Location	Intramuros, Manila
Position	PROCUREMENT SPECIALIST
Duties and Responsibilities	<p>1. Responsible for procuring goods and services for the company</p> <p>Responsible for assisting with the procurement process, including contract management, contract negotiation and preparation of purchase orders.</p> <p>2. Responsible for ensuring that our commitments to customers are met.</p> <p>3. Responsible for procuring goods and services for the company.</p> <p>4. Organize and make all necessary arrangements for the BAC meetings as well as TWG meetings, if necessary.</p> <p>5. Monitor procurement activities and milestones for proper reporting to relevant agencies and/or end-users, when required.</p>
Education	Graduate of any 4-year course or engineering course (mechanical or industrial)
Skills Required	Knowledgeable in Procurement process and R.A. 9184
Others	Can work with minimum supervision, With at least three (3) years of relevant experience
Job Type	Permanent, Regular
Job Level	Non-Officer
Rate	Php 36,619