



PT. Inspektindo Sinergi Persada

EMPLOYEE REQUISITION

ER.2302.010

JOB TITLE (Title of employee will use on the job)

SENIOR PURCHASING/PURCHASING STAFF

Date	: 16/02/2023	Amount of People	: 1
Department	: ACCT	Requestor	: ORI SAPUTRA
Project Reference:		Job Title	: HR & FINANCE MANAGER
No			
Customer	:		

Budget

JUSTIFICATION (Optional-State Any Additional Facts in Support of Requisition)

Budgeted Replacement
From : GRACE ELISABETH

REPLACEMENT GRACE ELISABETH @ PT RIGSPEK PERKASA

KEY JOB DUTIES & RESPONSIBILITIES

REQUIREMENT & QUALIFICATION (Skill, Experience and Educational Background)

- Supervise & Obtaining bids to realize maximum value from the expenditure of Company funds in the purchase of materials and services
- Providing value added services to the Company by constantly striving to find new and better products, sources of supply, and better ways of meeting the needs of the using departments / requestors
- Maintaining liaisons with the vendors that service the Company
- Locating substitute materials in cases of emergencies, material shortages, strikes, or other external circumstances.
- Provides advice and guidance to requestor on shipping methods and services, risks, and costs for domestic and international shipments, analyses logistical requirements and decides on appropriate methods and services to use, based on standard practice, and plans, executes and monitors shipments
- Source and qualify new suppliers.
- Manage commercial relationship with suppliers, price, terms and conditions, quality.
- Review, approve, and issue Purchase Orders.
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- Source and develop supply chains for manufacturing raw materials and services.
- Complete best value option analysis on new materials/services.
- Establish and report purchasing key performance indicators.

Education Min. Bachelor Degree (S1)
Training N/A
Competencies :



- Leadership and Strategic Thinking
- Attention to Detail and Stewardship
- Professional Standards
- Excellent Communication
- Experience in negotiating contracts and supplier agreements and developing win-win solutions.
- Collaborative Strong problem solving
- Sense of Urgency and Multiple Priorities
- Able to work successfully under pressure of tight timelines and frequent changes to a heavy workload
- Strong Working proficiency with Microsoft office software products and able to quickly learn new software systems.

- Train others on purchasing work flow and standard practices.
- Maintain purchasing standard practices and participate in internal controls audits
- Support preparation for audit management system
- Comply with the K3L policy that applies in the company
- Actively involved in all Safety, Health, and Environmental protection program
- Perform all duties assigned by management team

Notes:

The responsibilities and job descriptions are not limited to the listed above but the supervisor/manager may assign other related duties as required by the company

SIGNATURE APPROVAL

Department Manager : _____ Date : _____	Human Resources : _____ Date : _____
<div style="text-align: center;"></div> Director : <u>ESRA M SIAHAAN</u> Date : 20/02/2023 08:29:29	<div style="text-align: center;"></div> Commissioner : <u>JANNES SIBUEA</u> Date : 03/03/2023 12:39:50