

## **Tactical buyer**

**Employment Type:** Temp for Maternity Coverage

### **Roles and Responsibilities**

- Responsible for buying critical materials and coordinating the component planning and buying activities with multiple departments
- Purchase parts, supplies and services with timely delivery.
- Maintain purchase records and reports
- Follow up on with the vendors on delivery date and update the system and inform the requestor if any delays or issues
- Close loop with AP to ensure vendors are paid.
- Sales of materials to contract manufacturer

### **Skills required**

- Basic excel skills
- Will be good to have some MRP experience.
- Basic procurement knowledge ie: PO, AP, AR, SO.
- Language skills - English and Chinese is a must.

**\*Must be able to start work from 1<sup>st</sup> September to 31<sup>st</sup> December 2018**