

Executive, Procurement

Job purpose

To source and purchase materials.

Job responsibilities

- Responsible to source, negotiate and purchase materials from both local and overseas vendors.
- Evaluate vendor's quotation by means of CBE to ensure that they are in line with the technical and commercial specifications required for the project.
- Assist with daily operational purchasing needs such as planning, issuing and following up on Purchase Orders delivery and shipment schedules.
- Resolve supply, quality, service and invoicing issues with vendors.
- Assist in ISO Annual Performance Review for vendors.
- Evaluate supplier performance based on quality standards, delivery time & best prices and ensure all the criteria are met according to the organizational requirements and expectation.
- Responsible for implementing internal procurement strategies to cater to high delivery and short lead time requirements.
- Timely updates and submission of procurement reports.
- Undertake any other ad-hoc duties as assigned.

Job requirements

- Minimum Diploma in Procurement/ Supply Chain/ Marine/ Engineering or equivalent certifications.
- Preferred 3 years relevant working experience in a similar capacity preferably in Marine/ Offshore industry.
- Excellent communications and negotiation skills with suppliers and internal customers.
- Resourceful, self-driven, proactive and independent worker.
- Hardworking and meticulous with positive attitude.
- Possess good communication and interpersonal skills
- Good analytical skills
- Able to work under stress in a fast-paced environment
- Proficient in use of MS Office Applications (Words, Excel, Access) and ERP.

Company Overview

Vallianz Holdings Limited is a well-established operator of offshore support vessels ("OSVs"). For close to 30 years, we have answered the needs of the global energy industry through well-implemented integrated offshore marine solutions with a progressive yet pragmatic vision, and a team of highly-motivated industry experts working in close collaboration with every customer.

We are a publicly listed enterprise registered in Singapore with an international footprint, spanning markets across the Middle East, Asia Pacific and Gulf of Mexico. To provide adaptive solutions in an environment of rapidly evolving needs, Vallianz and its associated companies have a fleet of 74 OSVs which comprise anchor handling tugs with supply capabilities, platform supply vessels, offshore floating storage and supply vessels, submersible launch barges, maintenance and accommodation vessels, utility support vessels, flat top cargo barges, accommodation work barges, towing tugs, utility vessels, liftboats and crew boats.