

# Join our Team!

## WE ARE **HIRING** Executive, Procurement

### Who are we?

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 more than 100 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, lift boats, and crew boats.

With our Shipyard in Batam, Indonesia, downstream services such as fabrication and engineering capabilities, vessel docking, repair and maintenance works are fully dedicated to supporting our subsidiaries, partners, and clients. This further enhances our value proposition by broadening the spectrum of our marine services and takes us closer to our core focus on delivering operational and service excellence.

### Job Purpose

To source and purchase materials, responsible for managing and executing a company’s procurement function. This includes interacting with suppliers, monitoring performance, and pursuing awards. supports contractor selection processes by reviewing proposals and drafting contracts, based on established supplier selection processes.

## Job Responsibilities

- Responsible for sourcing, negotiate and purchase materials from both local and overseas vendors.
- Evaluate vendor's quotation to ensure that they are in line with the technical and commercial specifications required for the project.
- Advise internal and external on issues regarding purchasing Terms & Conditions.
- 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 expectations.
- Responsible for implementing internal procurement strategies to cater to high delivery and short lead time requirements.
- Weekly & Monthly Procurement reports.
- Update project progress & deliverables status.
- Undertake any other ad-hoc duties as assigned.

## Required Skills and Qualifications

- Proficient in Microsoft Office applications and SAP.
- Minimum Diploma in Procurement / Marine / Engineering or equivalent.
- Minimum 2 years of experience in logistics, supply chain, purchasing and merchandising.

## We Offer

- Competitive remuneration package.

## Benefits

- Annual Leave
- Group and Dental Insurance
- Birthday Leave
- Flexible working hours

Please send your resume or CV to [hr@vallianzholdings.com](mailto:hr@vallianzholdings.com)