

JOB VACANCY



PROCUREMENT OFFICER

Directorate : Corporate Affairs
Reporting to : Procurement and Contract Administration Supervisor
Work Location : Jakarta Base

Job Responsibilities

- Review and initiate bidding/quote process after receiving the approved Purchase Requisition to ensure that the process is managed according to applicable policy and procedures.
- Consults with user and outside consultant to develop specifications, preparing bid documents, and monitor bid process, performing bid analysis and making recommendations regarding purchases.
- Liaise with vendor, user, legal, finance and tax, business risk department and other relevant internal parties in establishing the agreement in order to obtain timely contract agreement which aligns to DSLNG's interest.
- Manage and execute pre bidding process, including but not limited to collecting the quotation, arranging bidding/price analysis, find reliable sources to supply goods and services, and contact vendors to obtain information on price quality and delivery.
- Develop, monitor and update vendor database including market research to provide comprehensive list of vendors.
- Coach and improve local vendor's procurement capability and quality so that local vendor can participate in professional bidding process.
- Monitor and evaluate vendors based on their performance on quality, price, delivery and service periodically to develop vendor's report performance.
- Develop and analyze procurement's expenditure and effectiveness data based on research of company expenditure, end user impact, and feedback and marketplace analysis to develop strategic sourcing initiatives.

Job Qualifications

- Bachelor Degree in any discipline
- Minimum of 5 years of experience supply chain area from petrochemical refineries, and oil & gas industry
- PTK 007 and Certified supply chain professional is preferable

****Specific Conditions:***

Contract Base (1 year for initial stage with subject to permanent)

*Please send your complete application letter, CV, recent photograph, current remuneration and expected remuneration to recruitment@donggi-senoro.com and put the vacancy code "**Position Name**" as the email Subject (not more than 300kb).*

DSLNG will maintain the confidentiality of information from the applicants. Please note that DSLNG never solicit any charge from the candidates during the recruitment process and is not responsible for charges that is requested by any party who declared from the company. The entire selection process is based on the results of the competency tests.

Only candidate(s) who meet the criteria will be contacted.