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| Role Profile Title: | **Purchaser** | Job Code: |  |
| Job Title: (for use when creating an individual job description) | **Purchaser** |
| Job Family : | **Commercial** | LAL Level: | **1** |
| Position Reports to: | **Deputy Contracts Manager / Senior Commercial Manager** |
| BU / Project / Dept.: | **N103 North South Corridor** |
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| **LEIGHTON ASIA**  |
| LEIGHTON ASIA, established in 1975, is a leading international construction company. Headquartered in Hong Kong, Leighton Asia delivers a portfolio of high-profile infrastructure projects throughout Asia. As a proven leader in the delivery of complex tunnel, rail and road networks, Leighton Asia also delivers turn-key renewable energy infrastructure including utility-scale wind, geothermal energy and waste-to-power installations. Its building projects range from schools, embassies and luxury high-rise residential towers, to large scale leisure complexes, a growing number of which are built to international green building and energy efficiency standards. Leighton Asia currently operates in Hong Kong, Indonesia, India, Macau, Malaysia, Philippines, Singapore, Thailand and Iraq. Leighton Asia is a member of the CIMIC Group. |
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| **PURPOSE OF THE ROLE (why does the position exist, WITH what objectives)** |
| This role is responsible for procurement planning and forecasting; identifying, evaluating and negotiating with vendors/suppliers for product sourcing; coordinating with quality and warehouse teams for product inspection and delivery tracking; and providing solutions with respect to alternative suppliers/products WITH THE OBJECTIVE OF meeting product requirements of the project teams within assigned budgets and timelines. |
| **Key working relationships** *(Explain the people and levels and reasons both within and outside the organisation with which this job has to interact)* |
| **PRIMARY AUDIENCE (Internal)** | **PRIMARY AUDIENCE (External)** |
| * Senior Commercial Manager
* Deputy Contracts Manager
* Project Management Team
* Construction Department
 | * Suppliers
* Manufacturers
* Distributors
* Sole Agents
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| **Qualification, Experience and Skills** *(Please provide typical qualification and experience requirements for the position, and not qualifications of the position holder)* |
| **QUALIFICATIONS** | **EXPERIENCE** |
| * Diploma in Logistics Management or
* Degree in Supply Chain Management
 | * Total Work Experience: 8+ Years
* Total relevant Experience: 5+ years of experience in supply chain management
* LTA project experience preferred.
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| **BEHAVIOURAL SKILLS** |
| (Refer to Knowledge: Leadership Capabilities / Behavioural Expectations for the descriptions of behavioural skills for the role)* Product knowledge
* Knowledge of inventory management concepts and procedures
* Knowledge of warehouse management principles
* Knowledge of international taxation norms with respect to imports/exports
* Process orientation
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| **Key Accountabilities** *(List all areas of responsibilities, with key tasks and performance metrics defined)* |
| **KEY ACCOUNTABILITIES** | **KEY TASKS & PERFORMANCE INDICATORS** |
| Procurement planning | *Tasks:* * Create draft procurement schedule based on the project plan and seek approval from supervisor
* Forecast procurement needs based on on-going inputs from the construction team; Update procurement schedule to reflect the same
* Identify opportunities for developing direct buying relationship with manufacturers to minimise transaction costs
* Prepare procurement reports on a monthly basis and share with supervisor for review
* Seek guidance from supervisor on addressing any issues/concerns; Take corrective action as directed

*Performance indicators:* * Feedback from supervisor on procurement planning
* Accuracy and timeliness of monthly reporting
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| Product sourcing | *Tasks:* * Understand product specifications shared by the engineering/construction team; seek clarification on commercial aspects from supervisor as required
* Identify prospective suppliers globally; Evaluate prospective suppliers on product cost, availability, specifications, delivery timelines and payment terms & conditions; Seek approval from supervisor on shortlisted suppliers
* Conduct negotiations with shortlisted suppliers with respect to product cost, delivery charges, delivery timelines and payment terms & conditions in line with project requirements
* Review all necessary documentation from supplier and review the same for discrepancies
* Share all supplier and product related information with the construction team for approval; Raise purchase order (PO) and pass on the information to the logistics team for subsequent tracking and receipt of products

*Performance indicators:* * Feedback from supervisor on management of product sourcing operations
* Actual costs vs. procurement budget
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| Warehouse management | *Tasks:* * Set and monitor minimum stock levels in the warehouse
* Guide subordinate on sharing delivery schedule and estimated space allocation requirements with warehouse manager/supervisor
* Guide subordinate on coordinating with warehouse manager/supervisor to confirm quantity of products received against PO
* Coordinate with Quality team for sample testing of products
* Close PO on successful completion of both quality and quantity checks
* Follow-up with suppliers on incomplete delivery and/or product specification/quality mismatch for high-value orders; Provide any support requested by the subordinate for lower value orders
* Validate acceptability of delay with construction team; Select alternate supplier for completion of the PO to meet timeline requirements

*Performance indicators:* * Feedback from supervisor on warehouse management
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| Advisory solutions on alternative suppliers/products | *Tasks:* * Perform market research to look for alternative products with lower cost and/or shorter delivery lead times
* Coordinate with quality/ engineering/ construction teams for inspection and approval of product quality
* Guide subordinate in creating and updating the database of alternative products/suppliers with details such as specifications, product costs, delivery costs, unit of measure, delivery lead times, etc.
* Analyse price trends for products being repeatedly ordered in bulk (e.g. cement); Recommend alternative sourcing options to construction/engineering teams for subsequent quality checks and go-ahead on procurement

*Performance indicators:* * Cost-savings from alternative suppliers/products identified
* Delivery time optimisation from alternative sources identified
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| Implementation of control measures | *Tasks:* * Monitor actual product usage against initial forecast/requirements; Seek clarification from project teams on major gaps and highlight the same to supervisor
* Monitor and track hired equipment with respect to critical information such as off-hire date, on-hire date, movement date, hiring terms and conditions, penalty for loss/damage, etc.
* Oversee repair and maintenance of products before off-hire date, for returning to supplier/vendor in proper condition and avoiding penalty
* Monitor critical parameters for pre-owned equipment (e.g. manufacturing year, specifications, resell value, etc.) prior to purchase; Coordinate with manufacturer for timely maintenance and/or warranty services, if applicable
* Escalate any issues/concerns to supervisor and take corrective action as directed

*Performance indicators:* * Feedback from supervisor on implementation of control measures
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| People management | *Tasks:* * Set objective goals, evaluate performance of subordinates and provide them regular feedback
* Identify performance gaps in subordinates and provide necessary support to close such gaps
* Recognise and encourage high performing subordinates
* Train and mentor subordinates on technical as well as behavioural aspects of their respective roles
* Provide opportunities to the team to develop their capabilities
* Resolve issues faced by subordinates

*Performance indicators:* * Attrition in the team
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| **Agreed By** (please signwhen agreeing on this job description)**:** |
|  | **Name** | **Signature** | **Date** |
| Employee: |  |  |  |
| Manager: |  |  |  |