


VINYTHAI PUBLIC COMPANY LIMITED
EMPLOYMENT REQUISITION FORM

 Position required : **PROCUREMENT ENGINEER - 10 MONTHS CONTACT**

 Dept. : **PCM**

 No. of employee required : **1 person(s)**

 Sex : **Male/Female**

 Age range : **24 – 30 Years**

 Expected starting date : **1-Mar-2021**
Education Requirement:
☐ Vocational Certificate , majoring

☐ High Vocational Diploma , majoring

☒ Bachelor's degree , majoring

Any kind of Bachelor at least, (if graduate in Engineering will be a plus)

☐ Master's degree, majoring

☐ Others

Experience Requirement:
(Specify type of experience and minimum year experience)

At least 2-3 years in procurement function or sales for petrochemical equipment/contractor

TOEIC score at least 600 will be a plus

Other Requirements:
(Specify skills, personality and others knowledge out of mentioned above.)

Specific knowledge of the INCOTERM 2010 & 2020

Nice to have any kind of procurement certificate e.g. CPK, CPS, CIPS, CPSM, etc.

Good MS office skill

Good attitude, flexibility in method but commit in Target and HSE regulation

Job Responsibilities:
JOB SUMMARY

Responsibility for all purchasing and expediting activities associated with project related procurement of equipment, spares, materials and subcontracts for de-coking and turnaround in 2021, and in line with Vinythai policies and procedures

SUBCONTRACTS

Perform the purchasing process from development of strategic project purchasing plans through and including solicitation of the Subcontract and Vendor bid proposals in conjunction with the project team.

Responsible for alignment of the bid packages with the project budget and schedule. Responsible for the alignment of the project work package, commitments and purchasing execution within the SAP system.

Responsible for the preparation, negotiation, award and issuance of the agreements with Subcontractors and Vendors.

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EQUIPMENT, SPARES, AND MATERIALS PURCHASING

Responsible for complete equipment, spares, and materials project procurement cycle.

Verify all lead times for any long lead items and progress expediting of the order in accordance with delivery lead time.

Ensure that all procurement activities align with the project schedule and project procurement plans.

Be responsible for entering and controlling related information into VNT's SAP system.

Have knowledge on where to purchase equipment, spares, and materials, where materials will be shipped from, and which vendors provide VNT with the best pricing and service.

Responsible for complete equipment, spares, and materials project procurement cycle.

Verify all lead times for any long lead items and progress expediting of the order in accordance with delivery lead time.

Ensure that all procurement activities align with the project schedule and project procurement plans.

Reason for Employment :

☐ New position ☒ Incremental ☐ Replacement for _____

Requested by _____
(Department Manager)

Authorized by _____ (or/and) _____
(Plant Manager/ Operation Director) (VP Finance and Administration/
VP Marketing and Sales)

(Managing Director)

<for Division Manager position and higher>