

Position: Office Senior, Purchasing

- **Category:** Accounting
- **Schedule:** Full-time
- **Salary:** N/A
- **Location:** Phnom Penh

Duties

- Research potential vendors
- Negotiate contract terms of agreement and pricing
- Track orders and ensure timely delivery
- Review quality purchased products
- Enter order details (e.g., vendors, quantities, prices) into internal databases
- Maintain updated records of purchased products, delivery information invoices
- Prepare reports purchases, including cost analyses
- Manage procurement activities
- Interact with the suppliers on a day-to-day basis.
- Other tasks assigned by the Supervisor/Manager

Requirement

- Bachelor's degree in related fields
- At least one experience purchasing task
- Must be honest and reliable
- Be patient and be able to work under pressure
- Good understanding of corporate practices (organizational & record-keeping policies)
- Able to demonstrate a high level of attention to detail, accuracy, and a commitment to quality.
- Have good negotiation skills.
- Willing to work hard and have flexibility in working hours, multitask and prioritize daily workload
- Computer skills (Ms. Word, Excel, Internet & E-mail)