

## **Senior Associate, Procurement**

### **Responsibilities**

- Implement the process of selection, administration and development of vendors for PR1MA Communications to ensure they meet the prescribed qualifications and standards
- Manage the process of reviewing, selecting and awarding contracts to the right party, through tender exercise and bidding process, that meet PR1MA Communications business requirements and guidelines
- Provide knowledge expertise and services to other departments within PR1MA Communications, based on procurement analysis, best practice, etc., on departmental needs as well as products and costing requirements

### **Requirements**

- Degree or postgraduate study in management, business, operations or related discipline.
- 10 - 15 years of experience in business operation environment with strong business acumen and understanding of PR1MA operating landscape
- Experience in engaging property developers & construction companies, suppliers, contractors, quality/certification authorities, and statutory & regulatory authorities