

JOB DESCRIPTIONS

BUILDING TRUST



Job Title: Purchasing Officer	Department: Supply Chain
<p><i>SIKA is a multinational company, with head office in Switzerland. 25,000 employees over 300 factories worldwide. A major partner for all contractors and developers in Cambodia established in Cambodia for 20 years. SIKA manufactures and distributes a large range of construction materials: concrete admixtures, waterproofing, sealing and bonding, flooring, roofing, structural strengthening, we are the leader worldwide.</i></p>	

<p>SIKA has a strategic position to offer for a young professional who speaks <u>fluent English and Khmer</u> with min 3 years of experience in supply chain.</p>	
Location	Position is based in SIKA Factory, U-Express Logistic Hub, Phaum Prek Kampeus, Sangkat Khan Dangkor, 12 401, Phnom Penh
Reporting To	Supply Chain Manager
Purpose	Dispatch and arrange delivery plan/order by coordinate with sales and warehouse team.
Main Responsibilities	<ul style="list-style-type: none"> • Conducting product research and sourcing new suppliers and vendors. • Sourcing materials, goods, products, and services and negotiating the best or most cost-effective contracts and deals. • Performing inventory inspections and reordering supplies and stock as necessary. • Conducting market research to keep abreast of emerging trends and business opportunities. • Inspecting stock and reporting any faulty items or inconsistencies immediately. • Updating and maintaining records of all orders, payments, and received stock. • Tracking the orders and ensuring timely deliveries. • Monitoring purchased products to ensure quality. • Collaborating with the team to develop purchasing plans and find potential vendors. • Staying up-to-date with the latest market and industry trends. • Ensure that all ISO 9001 and ISO 45001 procedures are followed. • Other tasks as assigned by Managers.
Education Requirement	Bachelor's degree in business, logistics, or a related field may be required.
Experience Requirement	<ul style="list-style-type: none"> • 2-3 years working experience in preferably in construction industry.
Competence/ skills	<ul style="list-style-type: none"> • Strong analytical, business sense and problem solving skills • Strong leadership/ management/ team building skills • Good coordination/ interpersonal skills. • Superb written and verbal communication and negotiation skills. • Great organizational and planning skills.
Benefit	<ul style="list-style-type: none"> • To be discussed / high package depending on experience and performance / High bonus scheme possible. • Health insurance • Experience in an International company and career perspectives • Growing Network in Construction Industry • Training / E-training
How to apply	<ul style="list-style-type: none"> • Please send your CV to kaing.lina@kh.sika.com (Please subject the email with the position you are applying for, Ex: Ms/Mr. xXx Xxx is Applying for Xxx) • Please add 3 references of trusted persons that can recommend you. • The position is available now, please check our website before sending your CV : www.sika.com/ www.sika.com.kh

SIKA (CAMBODIA) LTD.,

Legacy Business Center, Building #29 street 245 (Mao Tse Tong Blvd), Sangkat Tuol Tom Pong 2, Khan Chamkarmorn, 12308, Phnom Penh, Cambodia Tel: +855 23 901 450 / www.sika.com.kh