

THAI NIPPON STEEL & SUMIKIN ENGINEERING & CONSTRUCTION CORP., LTD.

To : Training & PR Section	Date of request : 20 Jul 2018
-----------------------------------	--------------------------------------

Job Vacancy Advertising

Division : Procurement	Section : 401-Subcontract & Domestic Purchase
Position : Subcontract & Domestic Purchase Manager	Employment Type : Permanent
Number of request : 1 Person(s)	Prepared by : Ms.Kingkarn R.

Responsibilities on Subcontracts Administrator:

- Review Subcontractor PQ commercial point of view
- Ensure that all Project Subcontracts are negotiated, awarded and administered on a common basis in accordance with this procedure.
- Delegates monitor and supervise the activities assigned to Subcontract Administrator / Buyer / Officer.
- Reviews all commercial enquiry package documentation.
- Approval of Subcontractor / Vendor Selection based on Comparison table
- Participate in pre-award meetings with Tenderness on major work enquiry packages
- Ensure that correct Project management & section approvals are given to the various Subcontractor activities and documentation throughout
- Review the final Subcontractor / Domestic Purchase documents for signatures
- Perform a complete administration review, with Subcontractor Administrator responsible for the letting the Project Sub-contract
- Review subcontract documentations, i.e. payment application, claims, back charges,etc
- Closing-out of subcontracts, ensuring that respective Approval of Subcontractor / Vendor Selection based on Comparison table
- Review end user report on Evaluation and reporting of the Subcontractor(s) performance on the project.
- Review Contractual correspondence with Subcontractors
- Review and approve PO/PR under the System
- Exploring ideas for cost reduction

Qualifications:

- Male or Female and Thai Nationality.
- Bachelor Degree or above in any fields (Engineering / Procurement preferred) or related field
- More than 3 year experience working in either of the following area (Subcontract management / Supply chain management / Project management)
- Good in writing business English.
- Bachelor degree or above
- Good in communication
- Willing to face difficulties and willing to find a solution to the difficulties through mutual communication among stakeholders.
- Good command of both in Thai and English.
- Strong leadership, analytical and presentation skill.
- Skill in organizing and coordinating.
- Good communication skills with the ability to form and maintain good relationships internally and externally.
- Ability to work well under pressure.

Location: Bangna Office, Bangkok