



THAI NIPPON STEEL ENGINEERING & CONSTRUCTION CORPORATION LTD.



**WE ARE HIRING!!!**

**POSITION : Buyer (2 position)**

**(Permanent)**

**Responsibilities :**

- Prepare, update vendor pre-Qualification assessment as well as sourcing new vendors.
- Prepare bidding cost to lead buyer with the best price.
- Prepare and propose ERS for approval as per Procurement Authorization Matrix. and evaluates Vendor capability/ performance.
- RFQ issuance and technical query process. (Issue RFQ to vendors and expedite VD to respond / Review quotations and submit to Engineer and QA/QC for review / Coordinate/Expedite Engineering, Procurement QA/QC and VD to close all Technical Query(TQ) / Receive TBE (Technical bid evaluation from Engineering)
- Negotiate with Vendor on commercial terms and conditions, delivery times, etc.
- Prepare and submit CBE for approval. Prepare PO/WO and obtain approval. Expedite delivery to ship as per PO contractual date.
- Report procurement progress status from RFQ preparation stage till PO issuance, complete delivery, expedite, monitor and control Vendor's progress.

**Qualifications:**

- Bachelor's Degree in Business Administrator or related field.
- Minimum 2 Years up in related field or with Engineering Buyer/Expeditior background.
- Good Skills in MS Office (Word, Excel, Power point).
- Knowledge of Procurement process.
- Knowledge of material specification.
- Knowledge of basic international standard Incoterms.

**Location:** Bangna Office, Bangkok.

**Contract Us**

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