



BLACKSHEEP VIETNAM CO.,LTD

22 Pho Duc Chinh, Truc Bach, Ba Dinh, Hanoi

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W: blacksheep.com

Registered in Vietnam: 0108567193

Procurement Officer

Full time position

Location: Hanoi, Vietnam

Report to: Production Manager

Blacksheep is a fast-growing international science and technology company – a great place to develop your career in Vietnam. Focusing on development of world leading products for high growth markets, the company designs, develops and manufactures truly innovative products in Vietnam. Our projects in Vietnam range from high power electric motorbikes to medical machines, and our products are used for many scientific applications including biology, chemistry, biotech research, material sciences and scientific discovery and all need to follow ISO standards appropriate for the resulting products.

Our objective is the intention of pioneering the development of Vietnamese designed, developed, manufactured, and marketed cutting edge products with world leading performance and quality to be sold in global markets. We are looking for highly energetic people to join us to drive Vietnamese engineered products to the world.

We have a great environment within which to learn about cutting edge world leading methods of product and technology development. We have a focus on development of the team and their abilities and focus on people joining the team who want to learn and develop themselves.

Duties includes but are not limited to:

- Managing daily purchasing activities
- Prepare purchase request and create purchase order via procurement system then send to suppliers for delivery on time (inside and outside Vietnam)
- Review purchase orders for proper authorisation and compliance with organisational policy and procedures
- Manage supplier relations and negotiating contracts, prices, timelines of delivery
- Ensure that all procured items meet the required quality standards and specifications
- Monitor supplier and vendor compliance with contractual agreements
- Maintaining the supplier database, purchase records, and related documentation to ensure compliance to Procurement Procedure
- Explore alternate sources for goods and materials
- Work with forwarder to prepare documents for logistics purpose (importing and exporting cases)

Required skills and capabilities:

- College degree in business, operations management, or related field

- At least 3 years working experience of purchasing and procurement field
- Ability to communicate effectively in English
- High level of computer literacy, to include MS PowerPoint, Word, Excel and Outlook and preferred to SAP knowledge
- Confident and assertive; Professional attitude and demeanour; Adaptable & flexible approach to work

Benefit:

- 20 casual leave days/year
- Private health insurance
- Opportunity to work in an international, friendly, creative and active environment
- Approach to most advanced technology in the world
- Opportunity to collaborate with world leading engineers
- Competitive salary and benefit package

The role is based in Hanoi. You will be rewarded with a very competitive salary, alongside a benefit package.

If you would like to apply for this position, please email your covering letter addressing each of the job requirements and CV to:

giang.nguyen@blacksheepower.com the attention of **Ms Giang Nguyen, Operations Director**

We are an equal opportunities employer and we would encourage woman to apply for the engineering job.

We look forward to hearing from you.

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