

Procurement Supervisor

Location: Shanghai

Company

Our client is a leading worldwide shipping group present in more than 160 countries.

Job Summary

Procurement Supervisor will be responsible for supplier sourcing and negotiation within China to meet needs of business development, meanwhile deliver cost leadership and service quality while maintaining strong relationships with suppliers and stakeholders.

The Procurement Supervisor will ensure all procurement activities comply with relevant laws, regulations, and company policies.

Job Responsibilities

- Understand current and anticipated commercial or operation demands on Chinese terminals, intermodal, husbanding agent, depots, pilotage, tugs, etc.
- Review vendors with related tariffs in a regular basis through benchmark or requirements from HO/ARO/Agency to identify cost saving opportunities.
- Understand annual target of procurement, ensure action plans are aligned with team objectives.
- Source, evaluate, and select suppliers based on quality, cost, and reliability.
- Design negotiation strategy and approach.
- Execute efficient negotiation on contracts, terms, and conditions with suppliers to ensure favorable terms for the company.
- Manage procurement records including term of contract, service mapping, rate, negotiation history, approval, etc. for proper filing.
- Coordinate contract management e.g. compliance verification, draft preparation, signatory, delivery, POA, live status monitor and filing.
- Implement contract compliance by maintaining supplier relationship, developing service level tracking scorecard in quantified, objective and visualized way.
- Enhance logistic service coverage for a better synergy on X selling.
- Maintain procurement data, e.g. vendor profile, rate, LISA, QuickBase, etc.
- Handle spot requests on services from operation or commercial.
- Oversee team reporting or PPT and other documentation tasks.
- Assist regional/HO office for tasks delivery as per requested.

Requirements:

- Ideal profile: at least 10+ years' work experience in shipping industry
- Bachelor's degree or above
- Strong background in procurement and supply chain management

- Deep understanding of shipping industry and market
- Ability to work under pressure and deliver against deadline constraints
- Possess excellent organizational skills, detail-oriented and result driven
- Excellent negotiation skill and interpersonal skill
- Fluent English both in written and oral
- Proficient in MS office, e.g. Word, Excel and PowerPoint

Please send your resume to sh-recruitment@ccifc.org