

公司名稱	昶鼎騰國際貿易有限公司 (品牌：Cindy Chao The Art Jewel)	聯絡人	HR
地址	110 台北市信義區菸廠路 88 號 4 樓之 3		
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職務名稱	Indirect Procurement Executive	人數	1
工作性質	全職		
所需科別	<input type="checkbox"/> 機械工程系 <input type="checkbox"/> 電機工程系 <input type="checkbox"/> 電子工程系 <input type="checkbox"/> 車輛工程系 <input type="checkbox"/> 能源與冷凍空調工程系 <input type="checkbox"/> 資訊工程系 <input type="checkbox"/> 光電工程系 <input type="checkbox"/> 化學工程與生物科技系 <input type="checkbox"/> 材料及資源工程系 <input type="checkbox"/> 土木工程系 <input type="checkbox"/> 分子科學與工程系 <input type="checkbox"/> 工業工程與管理系 <input type="checkbox"/> 經營管理系 <input type="checkbox"/> 工業設計系 <input type="checkbox"/> 建築系 <input type="checkbox"/> 應用英文系 <input type="checkbox"/> 機電整合所 <input type="checkbox"/> 電機所 <input type="checkbox"/> 電腦與通訊所 <input type="checkbox"/> 車輛工程所 <input type="checkbox"/> 能源與冷凍空調所 <input type="checkbox"/> 資訊工程所 <input type="checkbox"/> 光電工程所 <input type="checkbox"/> 自動化科技所 <input type="checkbox"/> 製造科技所 <input type="checkbox"/> 化學工程所 <input type="checkbox"/> 材料科學與工程所 <input type="checkbox"/> 資源工程所 <input type="checkbox"/> 土木與防災所 <input type="checkbox"/> 環境規劃與管理所 <input type="checkbox"/> 有機高分子所 <input type="checkbox"/> 工業工程與管理所 <input type="checkbox"/> 商業自動化與管理所 <input type="checkbox"/> 創新設計所 <input type="checkbox"/> 建築與都市設計所 <input type="checkbox"/> 技術與職業教育所		
需求性質	全職	其它條件	
工作地點	台北市信義區	起薪	面議
公司簡介	本公司為頂級珠寶設計、銷售，為客戶量身訂做打造，客戶皆以VIP ROOM 方式接待，以客為尊，永續經營，延續高品味珠寶的管銷。		
工作內容	A. Position Purpose The Indirect Procurement Executive provides oversight and management of supplier selection activities for Non-Inventory or Indirect Suppliers. Leads negotiation of pricing and contract terms and conditions. Prepares and executes negotiation strategies resulting in contractual documents and binding agreements. Interprets and enforces contract terms and conditions. Consults with external customers to resolve supplier performance issues. Leads supplier performance teams to develop strategic supplier solutions across programs and commodities. Participates as a member and or leader of supply chain process improvement team's and identifies opportunities to reduce cost and improve efficiencies within supplier and internal processes.		

工作內容 **B. Principal Duties and Responsibilities**

- Source/ select product and negotiate pricing for products & services as assigned
- Leads the supplier negotiation process and negotiates all elements of the contract
- Creates and owns project delivery schedules, inventory balances, internal stakeholder needs, and ensures compliance with company procedures and regulatory requirements and manages contract terminations
- Establish processes & policies to improve Purchase Order compliance; train users and provide subject matter expertise where needed
- Document all processes related to systems, reporting, and analysis
- Works with internal and external customers to formalize procurement requirements. Leads proposal analyses and develops negotiation strategies
- Educate and guide all team members to adopt and comply with procurement policies, procedures, tools and processes
- Manage, track and report on all cost savings initiatives; work with all team members to manage, provide status and coordinate all cost reduction opportunities; identify savings opportunities for each category and create strategies for achieving and maintaining the savings through lower costs &/or improved processes
- Other tasks as assigned: including (but not limited to) supporting other sourcing and operational needs as required; maintaining relationships with suppliers; manages and analyzes supplier performance; provides direction to suppliers to improve performance and ensure contractual requirements are fulfilled
- Maintain the highest level of integrity throughout all procurement process. No referral fees, kickback, or other thing of value shall be accepted from the vendor in any procurement process

C. Academic Background (minimum and preferred requirement and discipline)

University degree or higher

D. Working Experience (minimum and preferred requirement)

At least 3-5 years of experience

E. Language Skill (written/spoken and level of proficiency)

Must be fluent in both written and spoken English and Mandarin Chinese

F. Other specific Knowledge / Skills requirements

- ERP/ Procurement systems knowledge
- Highly proficient with MS Office software
- Strong analytical and problem-solving skills
- Flexible and responsive to change
- Excellent communication skills
- Strong commitment to customer services
- Detail oriented