Executive, Procurement  |  Tradewinds Plantation Berhad

Closing Date: February 29, 2016
Location: Kuala Lumpur

Company Overview
Tradewinds Plantation Berhad is one of the largest oil palm and rubber plantation companies in Malaysia. The company is poised to become a global leader in integrated agribusiness as it moves forward into a new and dynamic phase of development in the coming years. It has a land bank of 141,430 hectares, which include 77,095 hectares located in Sarawak, 11,302 hectares in Sabah, and 53,033 hectares in Peninsular Malaysia.

Responsibilities
Assisting Head of Department in all matters related to tender and administrative works.

Facilitate and coordinate tender activities which includes:

- Assisting in preparation of tender document and distribute to the respective person and regional office
- Preparing and issuing invitation letter to tenderers
- Following up with all parties involved in all tenders in particular contractors, estates, consultant (if any) pertaining to submission of tender, contract requirements and documentation
- Preparing the Breakdown of Tender Price for Tender Evaluation Committee
- Planning and preparing for Tender Interview
- Preparing Letter of Award and Contract Agreement and follow up with all parties involved in the matters of contract agreement

Responsible in updating list of all contracts awarded and list of contract agreements.

Filing and labelling of files and documents related to Procurement.

To respond to supplier’s correspondence.

Respond to handle Vendor Registration and updating vendor’s list/documents.

Processing and negotiation of direct purchase from Peninsular Estates and Palm Oil Mills.

Any ad-hoc task assigned by Immediate Superior.
**Minimum Qualifications**  
Diploma/Degree in Procurement/Contract Management/Supply Chain Management.

*Experience in Procurement will be an added advantage.*