JOB DESCRIPTION

ESCATEC ELECTRONICS SDN BHD

Job Title	Corporate Commodity Executive	**Dept**	Corp Procurement
Report to	Corporate Commodity Manager	**Date**	27-May-2022
Subordinates	N/A	**Prepared By**	DCP

JOB OUTLINES

Job Description :

Commodity Management
- Subject matter expert for specific commodity.
- Collaborate with commodity manager to develop commodity strategy and lead the execution effectively.
- Monitor supply market constantly and act proactively.

Supply Management
- Supply allocation based on TCO, availability and quality.
- Act as escalation window for SCM to expedite critical shortage parts to prevent company revenue shortfall.

Supplier Management
- Responsible for suppliers' pool list.
- Lead supplier evaluation and drive supplier performance.
- Lead supplier selection and supplier development.
- Participate new supplier qualification.

Cost Management
- RFQ execution.
- Negotiate commercial term.
- Identify opportunities of TCO reduction and lead the execution.
- Regular cost benchmarking.

Contract Management
- Negotiate commercial contract.
- Renew commercial contract.

Others
- Collaborate with quoting team on supply portfolio.
- Co-operate with procurement engineer on alternative proposal.
- Handshake with quote team for projects turn from NPI to MP.

Job Requirement :

Personal Attribute
- Integrity.
- Responsible.
- Flexible and creative.

Experience
- Minimum 3 years working experience in procurement/purchasing function in a Contract Manufacturing or related industry.
- Knowledge in the related commodity supply market and sources.
- Possess commercial negotiation skill is preferred.

Academic
- Bachelor's degree in any discipline.

Key Result Area (KRA) :

1. Cost Saving Negotiated
2. Cost Saving Realized
3. Contract Management
4. Internal customer satisfaction

Authorities/Decisions:

1. Commercial negotiation
2. Supply allocation among approved vendors list
3. Final quote
4. Commercial supplier performance rating

Approved by:	**Acknowledged by:**
Name: Position : Signature:	Name: Position : Signature:

Originally signed document to be filed in the personnel file.