

Job Description: Supply Chain Management Executive

1. Position Overview

- **Job Title:** Supply Chain Management Executive
 - **Department:** Supply Chain Management Team, Business Development Division
 - **Reporting Line:** Reports directly to the Supply Chain Management Team Leader and other reporting lines as assigned by the Head of Department
 - **Job Level:** Executive / Specialist
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2. Key Responsibilities

2.1 Procurement Management

- Lead and/or participate in the procurement of outsourced services within the scope of the Business Development Division.
 - Coordinate the preparation of tender documents (RFQ/ITB), ensuring:
 - Alignment with technical requirements from relevant departments
 - Compliance with main contract terms with clients
 - Appropriate commercial risk allocation
 - Protection of the Company's best interests
 - Collaborate with internal stakeholders to clarify scope of work, commercial conditions, and contract terms prior to tender issuance.
 - Organize and/or participate in bid evaluation (technical & commercial), including cost analysis, risk assessment, and compliance review.
 - Lead or support commercial negotiations with contractors to optimize pricing, payment terms, guarantees, and risk allocation.
 - Finalize subcontract agreements and appendices for approval.
 - Work closely with cross-functional teams to ensure procurement quality and timeline adherence.
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2.2 Subcontract Management

- Monitor subcontract execution post-award.
 - Manage variations, change orders, and claims; assess validity and commercial basis; propose dispute resolution strategies when required.
 - Control payment milestones, performance bonds, warranties, and related financial obligations.
 - Execute payment, settlement, and contract close-out in compliance with internal policies.
 - Ensure procurement and contract management activities comply with company regulations, delegation of authority, and applicable laws.
 - Maintain proper documentation and records for audit and compliance purposes.
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2.3 System Development & Process Improvement

- Continuously develop and enhance internal systems, including:
 - Contractor/vendor databases
 - Knowledge repositories
 - Standard templates and contract forms
 - Propose and contribute to company-wide improvement initiatives.
 - Apply digital tools and technologies (data management, reporting automation, AI, etc.) to improve efficiency and work quality.
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2.4 Other Responsibilities

- Participate in corporate, social, and community activities organized by the Company.
 - Perform other duties as assigned by management.
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3. Requirements

3.1 Education

- Bachelor's degree (minimum GPA 7.5/10 or equivalent) or postgraduate qualification in one of the following fields:
 - International Business, Economics, Business Administration
 - Law
 - Engineering, Technology, or Natural Sciences
 - Knowledge in supply chain management or project management is a strong advantage.
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3.2 Experience

- Prior experience in supply chain management and/or project management is preferred.
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3.3 Skills & Competencies

- Strong presentation and negotiation skills
 - Effective teamwork and collaboration
 - Excellent time management and organizational skills
 - Strong problem-solving and analytical thinking
 - Logical and systematic mindset
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3.4 Language & Technical Skills

- Proficient in English (TOEIC \geq 800 / IELTS \geq 6.5 or equivalent certification)
 - Additional foreign language is a plus
 - Proficient in MS Office and standard operating systems
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3.5 Personal Attributes

- High integrity, reliability, and accountability
 - Patient, confident, and resilient under pressure
 - Strong self-learning ability and attention to detail
 - Willingness to travel frequently and work under high intensity
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4. Working Environment & Opportunities

4.1 Working Environment

- Opportunity to work at a leading company in the energy services sector
 - Dynamic, young, and positive working culture
 - Exposure to international partners
 - Encouragement of innovation and new ideas
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4.2 Support & Development

- Well-established processes and continuously improved systems
 - Mentorship and guidance from experienced colleagues
 - Strong support from leadership in complex tasks
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4.3 Career Opportunities

- Comprehensive professional development in both technical and commercial domains
- Exposure to complex and challenging projects to enhance skills and experience