

<b>Job Description (JD)</b>		<b>JD Temp. Ver.</b>	0.9	<b>Page</b>	1 of 1
<b>Job Title</b>	Purchasing Assistant	<b>JD ID</b>	PU-PUAS	<b>JD Version</b>	0.1
<b>Organization</b>	Hup Chong Furniture Sdn. Bhd.	<b>Org. Number</b>	557298-X	<b>Date Comp.</b>	2017/01/23

### 1. Job Summary

Compile information and records to draw up purchase orders for procurement of materials and services.

### 2. General Information

<i>Contract Type</i>	Permanent	<i>Working Days</i>	Mondays – Fridays
<i>Weekends</i>	Rare	<i>Work Duration</i>	8 hours 45 minutes
<i>Working Hours</i>	8:30am – 6:15pm	<i>Dress Code</i>	Smart casual
<i>Location</i>	PT 1652 Batu 5-1/4, Jalan Kapar, 41400 Klang, Selangor, Malaysia		
<i>D. Reports</i>	Purchasing Manager		
<i>D. Subordinate</i>	-		

### 3. Functions

Essential	<ol style="list-style-type: none"> <li>1. Perform buying duties when necessary.</li> <li>2. Prepare purchase orders and send copies to suppliers and to departments originating requests.</li> <li>3. Compare suppliers' bills with bids and purchase orders to verify accuracy.</li> <li>4. Prepare, maintain, and review purchasing files, reports and price lists.</li> <li>5. Check shipments when they arrive to ensure that orders have been filled correctly and that goods meet specifications.</li> <li>6. Compare prices, specifications, and delivery dates to determine the best bid among potential suppliers.</li> <li>7. Review requisition orders to verify accuracy, terminology, and specifications.</li> <li>8. Determine if inventory quantities are sufficient for needs, ordering more materials when necessary.</li> <li>9. Calculate costs of orders, and charge or forward invoices to appropriate accounts.</li> <li>10. Contact suppliers to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.</li> <li>11. Track the status of requisitions, contracts, and orders.</li> <li>12. Locate suppliers, using sources such as catalogues and the internet, and interview them to gather information about products to be ordered.</li> <li>13. Monitor contractor performance, recommending contract modifications when necessary.</li> <li>14. Monitor in-house inventory movement and complete inventory transfer forms for bookkeeping purposes.</li> </ol>
Non-Essential	<ol style="list-style-type: none"> <li>1. Prepare invitation-of-bid forms, and mail forms to supplier firms or distribute forms for public posting.</li> </ol>
Authority	-

### 4. Requirements

<i>Experiences</i>	Preferably at least 2 years in a purchasing role or related
<i>Education</i>	Preferably a Bachelor's Degree in supply chain management or related
<i>Knowledge</i>	<ol style="list-style-type: none"> <li>1. Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.</li> <li>2. English, Chinese, and Malay Languages — Knowledge of the structure and content of English, Chinese, and Malay languages including the meaning and spelling of words, rules of composition, and grammar.</li> <li>3. Production and Processing — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.</li> </ol>
<i>Skills</i>	<ol style="list-style-type: none"> <li>1. Management of Material Resources — Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.</li> <li>2. Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.</li> <li>3. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.</li> </ol>
<i>Abilities</i>	<ol style="list-style-type: none"> <li>1. Mathematical Reasoning — The ability to choose the right mathematical methods or formulas to solve a problem.</li> <li>2. Oral and Written Expression — The ability to communicate information and ideas in speaking and writing so others will understand.</li> <li>3. Oral and Written Comprehension — The ability to listen or read, and understand information and ideas presented through spoken words and sentences, or in writing.</li> </ol>

### 5. Sources

<i>Internet</i>	<a href="https://www.onetonline.org/link/summary/43-3061.00">https://www.onetonline.org/link/summary/43-3061.00</a>
-----------------	---