



ใบกำหนดหน้าที่งาน

Job Description

ตำแหน่ง : Coal Sourcing Department Manager

แผนก : Sourcing

ฝ่าย : Overseas

ผู้บังคับบัญชาโดยตรง : Senior Overseas Director

หน้าที่

1. Manages and oversees overall supply chain operations, including purchasing and inventory of coals materials and barge coordination.
2. Coordinates and resolves issues regarding loading and discharge.
3. Interacts with supplier/shippers to ensure that all requirements are being met.
4. Prepare and process requisitions and purchase orders for suppliers and equipment.
5. Analyze market and delivery systems in order to assess present and future coal material availability.
6. Develop and implement purchasing and contract management instructions, policies, and procedures.
7. Represent company in negotiating contracts and formulating policies with suppliers/shippers.
8. Review, evaluate, and approve specifications for issuing and awarding bids and prepare bid awards requiring board approval.
9. Prepare bid awards requiring board approval.
10. Prepare reports regarding market conditions and coal price index.
11. Sourcing for new suppliers for supporting sales requirement.
12. Negotiable with supplier establishing price, delivery, quantity, payments, and change order.
13. Problem solving and proactive action to maximize external and internal customer satisfaction.
14. Integrated supply contracts, which involve all members of the supply chain, (including miner, trading, barge owner and shipping agent).
15. Performs miscellaneous project/job related duties as assigned.

คุณสมบัติผู้ดำรงตำแหน่ง

1. Age 30 years old up.
2. Bachelor's Degree in related field.
3. Direct experience in sourcing coal or commodity products in Indonesia.
4. Fluent in spoken and written English. Communicate in Bahasa will be advantage.

ลงนามผู้บังคับบัญชา

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ลงนามผู้อนุมัติ

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ลงนามโดยฝ่ายทรัพยากรบุคคล

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