

JOB DESCRIPTION

Title : Assistant Purchasing Manager
Job Type : Permanent
Reports to : Senior Manager – Purchase & Planning
Job Location : Kuwait
Require to Travel : Yes ,Moderately

JOB DESCRIPTION:

The Assistant Purchasing Manager at Kirby is responsible in overseeing the vendor management and selection of local and international steel suppliers and their selection; negotiation and execution of key steel supply contracts and supply risk management.

KEY RESPONSIBILITIES:

- Implement global sourcing strategies to support sales and manufacturing, objectives, providing the company competitive advantage in the areas of steel, services, paint, sealants, fasteners, bolts, and other warehouse and stocked buyout items.
- Locate, analyse and develop a consolidated supplier base to meet current and future product/service needs.
- Create and maintain mutually beneficial long-term partnerships with suppliers to foster feedback and continuous improvement.
- Negotiate and manage all critical purchase agreements for key products and services focused on steel.
- Manage suppliers, cost, quality, delivery performance and payment terms.
- Understand, track, and forecast the key cost drivers and market factors for assigned products.
- Implement appropriate sourcing strategies to control company's purchased costs and to assist adequate and reliable low cost sources of supply.
- Develop cross-functional sourcing teams to understand company-wide needs and evaluate suppliers.
- Drive continuous improvement in all aspects of the procurement process.
- Develop strategies for assigned procurement products including spend analysis, market and geographic considerations, strategic importance, etc.
- Manage and optimize raw material supplier performance, continuous improvement, innovations, and obsolescence reduction in total cost of ownership.
- Maintain and promote sound relationships with key internal and external suppliers, internal business stakeholders and the respective industry associations.
- Work with the various Kirby business units to optimize inter-company purchases.

- Understand and analyze international trade law, duties, taxes and tariffs.
- Develop global knowledge of new and existing strategic suppliers for key market segments.
- Manage supply chain risk.

KEY SKILLS AND REQUIRED QUALIFICATIONS:

- Bachelors in Engineering a must with Major in either Civil/Structural/Mechanical or Industrial
- Plus 5-10 years experience working at a high in steel trading or steel purchasing

DESIRED:

- Understanding of SAP MRP systems
- Microsoft Office Excel competent
- General accounting knowledge