



Responsibilities:

Procurement & Supply Chain Operations:

- Execute end-to-end procurement processes, including due diligence, vendor selection, quotation analysis, and purchase order issuance.
- Maintain effective working relationships with vendors and internal stakeholders to ensure smooth procurement operations.
- Negotiate with vendors to secure competitive pricing, favourable terms, and service levels.
- Perform risk assessment and mitigation for supply contracts and procurement activities.
- Track procurement activities for both project and non-project requirements, ensuring timely and accurate documentation.
- Coordinate procurement, inventory, and logistics activities to support operational and project needs.
- Monitor supplier performance, delivery schedules, and supply chain risks to ensure continuity of supply.
- Ensure all procurement and supply chain transactions comply with NMB policies, procedures, and governance standards.

Process Improvement & Reporting:

- Assist in the development, review, and updating of procurement SOPs, policies, and guidelines.
- Support continuous improvement initiatives, including data integrity, master data management, and process enhancements.
- Assist in preparing monthly, quarterly, and annual procurement plans, reports, and performance analyses.
- Coordinate procurement activities in alignment with financial accounting and budgeting processes.

Others:

- Perform any other duties and responsibilities as assigned by Management from time to time.

Complexities, Challenges & Decision-Making Level:

- Managing procurement decisions involving lot-sizing, cost optimisation, supplier selection, and demand variability while ensuring value for money and operational continuity.
- Balancing efficiency, compliance, and service levels during sourcing evaluations, while maintaining transparency and adherence to procurement policies and governance standards.
- Operating as a cross-functional role that requires close coordination with multiple departments to understand operational needs, financial constraints, and strategic priorities.
- Conducting effective market research and supplier analysis to support informed procurement decisions and mitigate supply risks.
- Identifying, assessing, and managing procurement and supply chain risks, including vendor performance, price fluctuations, and delivery disruptions.
- Coordinating end-to-end supply chain activities—procurement, inventory, and logistics—to ensure timely, cost-effective, and compliant delivery of goods and services in line with NMB Group standards and operational requirements.

**Qualification and Requirement:**

- Bachelor's degree in Finance, Business, Economics, Supply Chain, or related field.
- Preferably minimum 5 years of experience in procurement, purchasing, supply chain, or finance-related functions.
- Must possess strong command of English and Malay, both spoken and written.

Preferred Skills:

- Strong leadership and analytical skills with proven ability to manage complex, multi-stakeholder projects.
- Strong knowledge of procurement processes, vendor management, supply chain and administrative controls.
- Familiarity with AutoCount accounting system, Microsoft 365 application experience preferred.
- At least 2 years of supervisory or team-leading experience is an advantage.
- Strong knowledge of procurement processes, vendor management, and administrative controls.
- Experience or certification in project management is an added advantage.
- Strong analytical and data interpretation skills.
- Knowledge of risk management and internal controls.
- Strong communication, negotiation, and stakeholder management skills.
- Resourceful, proactive, and able to work independently with minimal supervision.
- Team-oriented with good business judgement