

Administration Department

Position: Assistant Admin Manager – Warehouse (Mingaladon)

(M /F – 1 Post)

Responsibilities

- Create and implement SOP relating to procurement processes to meet bank's expectation.
- Ensure that Procurement Strategy is converted into proper plans and monitor against the banks' policy and budgets.
- Develop systems and processes to ensure transparent and efficient procurement operations.
- Assist in ERP implementation for procurement operations.
- Working with stakeholders to understand their needs, negotiating with suppliers, and ensuring the organization gets value for saving.
- Prepare monthly procurement progress report, procurement planning report, monthly invoice & payment status summary
- Assist in ERP implementation, maintenance and troubleshooting support plans in line with the procurement policies

Skill Required:

- Good knowledge and experiences of procurement strategy, policy and process.
- Good knowledge and experiences of ERP system. (especially Material Management Module)
- Good knowledge and experience of sourcing, negotiating, and purchasing material and service.

- Good analytical, reporting, and problem-solving skills.
- Good communication in English and Myanmar.

Qualifications Required:

- Bachelor's degree in supply chain, Business Management, Logistics, Accounting, or related field.
- At least 3 - 5 years of related experience, with at least 1 year of ERP experience.
- Advanced knowledge of Microsoft Office (especially in Word, Excel, and PowerPoint).
- Experience in using ERP systems and tools for procurement processes.
- Ability to work under pressure and with time constraints.