

OFFICER - PROCUREMENT

A. Company Introduction:

B. Braun Vietnam, a subsidiary of B. Braun Melsungen AG Group - one of the world's leading manufacturers of medical devices and pharmaceutical products and services - now operates one of the largest medical complex in Vietnam and has become a prestigious trademark in Vietnam healthcare market. With more than 1,400 employees nationwide, we develop high quality “made in Vietnam” products, especially our infusion solutions, dialysis solutions and plastic medical instruments have widely been used and appreciated in international and domestic markets. Every service provided by B. Braun Vietnam incorporates the entirety of our knowledge and skills, the company's deep understanding of users' needs and extensive expertise. Our mission is to PROTECT and IMPROVE the health of people around the world. Let's become a part of the B. Braun family and share your expertise.

www.bbraun.com.vn

B. Job function:

- Local and overseas sourcing and purchasing of non-production items services on terms that are in the organization's best interest
- Assist the Sourcing/purchasing and importing machinery, equipment, and spare parts in accordance to the required specifications (incl all involving import export procedures)
- Negotiate with all suppliers to have the best price, leadtime, payment term...
- Get competitive quotation monthly, quarterly and update new price usually
- Manage to achieve the cost-saving target and report the saving to company database

- Issue purchase order on ERP software (SAP) with correct information as: part name, model no, price...Organize and store paperwork and documents base on requirements of production of factory and send PO to suppliers
- Follow delivery time to meet production's requirement
- Inform supplier whenever having abnormal issue
- Collect and submit documents for payment to Accounting department on time with correct information
- Prepare and submit contracts for Manager signature.
- Set up reaction channel to receive quality feedback
- Audit suppliers when require
- Other administrative duties as required by Manager
- The job function listed is not exhaustive and shall also include any responsibilities as assigned by the Supervisor from time to time

C. Job requirements:

- Graduated from Universities. Major in International Economics, Trading & Logistics is preferable.
- Have at least 3-years working experience in the same position
- Have a good negotiation skill
- Good command of English both in communicating & writing
- High level of team-work skill with good ability to motivate team members

D. Strive for more...

Motivated and competent employees are our most important assets. We are committed to invest in our people, through continuous career development, on-the-job training and professional qualifications. The opportunities are endless at B. Braun, as we are in a continuous growth phase. You can really drive your own career here and are trusted to do a fantastic job.

Whatever role you are in, you are in some way, shape or form contributing to protecting and improving the health of people around the world. Our team love that they genuinely make a difference!"

E. How to apply

Please send your updated CV to: recruitment.vn@bbraun.com

F. For more information, please visit:

 www.bbraun.com.vn

 www.facebook.com/bbraunvn

 www.linkedin.com/in/bbraunvncareer/

Or contact our Hotline: +84 24 3357 1616 (Ext. 1129)

“Candidates are always welcome at B.Braun Vietnam. We are an equal opportunity employer and commit to ensure fairness and transparency during selection process as well as in your development later on with us”.