



خدمت تيكنيكل دراج بروني  
Royal Brunei Technical Services

Job Code	REC.2021/07:MSC
Job Title	Procurement Officer
Department/Unit	Logistics – Medical Supply Chain

**Responsibilities:**

- Efficiently process clients' demands according to procurement practice standards.
- Overseeing and supervising employees and all activities of the purchasing department.
- Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.
- Maintaining good supplier relations and negotiating contracts.

**Requirements:**

- Degree in Supply Chain Management, Logistics, Finance or similar relevant field.
- Previous working experience as Supply Chain Manager for minimum of 2 years.
- Hands-on experience with supply chain management software (such as SAP).

**Key Competence Required:**

- Critical thinker and problem solving skills.
- Team player.
- Good time management skills.
- Great interpersonal and communication skills.