



CIC Environmental Services Sdn Bhd (CIC) is a leading professional oil and gas and industrial waste management company listed under the Ministry of Development and Department of Environment, Parks and Recreation (JASTRe).

We have the following vacancy within our Waste Oil Treatment Centre at Kuala Belait.

- **Procurement Coordinator**

Detailed information regarding the position can be found at www.cicgrp.com

Application open for Bruneian Nationality and Permanent Resident only.

Interested applicants can email their CV with recent passport size photograph to hrd@cicgrp.com. Please state clearly in the email subject the position apply for.

Closing date **28th July 2019**



CIC Environmental Services Sdn Bhd is an established local company specializing in hydrocarbon and chemical hazardous waste management services.

Position: Procurement Coordinator

Job Summary

The job candidate reports to the Head of Supply Chain Management in sourcing, negotiating and buying of goods, materials and services to meet the Company's operational requirements. Key responsibilities include:

- Purchase goods, materials and services to ensure that the Company's operational needs are met; taking into account price, quality and delivery in ensuring the continuity of supply.
- Initiate monitor and follow-up status of purchase requisition and purchase order so to ensure materials/services are delivered on schedule and according to the purchase order.
- Manage and maintain constant communication among internal team members and external vendors. Assess, appraise and evaluate vendors' performance in a systematic manner.
- Routine reporting to management on procurement status including analysis and constructive feedback.

Qualifications and Other Requirements:

- Bachelor's Degree in engineering or business administration with knowledge of engineering related process. Minimum of 4 to 5 years working experience as a Technical Buyer in oil and gas industries.
- Possess a good understanding in material specifications based on industry standards such as, but not limited to, ASTM Standards, API (American Petroleum Institute) Standards and British Standards. Experience and understanding on construction process and requirements are an advantage.
- Able to understand schedule of work sequence and to take priority on the urgency of both material and service requirements for project execution.
- Strong integrity with interpersonal skills including good written and verbal communication skills.
- Attentive to details. Possess good analytical and problem-solving skills.

Preference will be given to **Brunei Citizens and Permanent Residents**. Interested applicants, please submit a full resume with recent photograph and expected salary to the following address:

HR Department

P.O Box 331,
Kuala Belait KA1531,
Brunei Darussalam

Or email to : hrd@cicgrp.com

Job applications should reach us latest by **28th July 2019**