



## Purchasing & Delivery Assistant

Closing Date: 30<sup>th</sup> April 2019 | Apply to: [job@sathapana.com.kh](mailto:job@sathapana.com.kh)

### Locations:

- Head Office (01 Position)

### Responsibilities

- Maintain updated records of purchase order, delivery times, price and quantity
- Making recommendations and advising management all purchasing issues
- Produce regular reports on purchase commitments, costs and delivery performance
- Coordinate the payment release
- Maintain updated records of suppliers/ vendors list
- Prepare with the requisitions specification, cost and quantity, purchase orders and bid document
- Prepare asset distribution to allocate cost
- Maintaining positive partnerships with user request and supplier/vendor
- Email is to inform user request/stakeholder that approved request has been completely settled
- perform other duties as assigned

### Qualifications

- Bachelor's degree Finance and Banking and relate field
- Ability read and understand purchase processing
- Working knowledge of all laws and regulations relating to procurement and contracts/purchase order
- Ability to multi-task and support daily BANK needs
- 1 years up of experience in purchasing and procurement
- Proficient computer skills, including Microsoft Suite (Word, Power point, outlook, and Excel)
- Good communication skills
- Networking skills
- Problem-solving

### How to apply

- Interested candidates are encouraged to submit the updated CVs to [job@sathapana.com.kh](mailto:job@sathapana.com.kh)
- For more information, please contact us via 096 418 2222/ 096 958 7777/ 096 258 0666 or go to [www.sathapana.com.kh](http://www.sathapana.com.kh)