



**COMIN ASIA PTE. LTD** has been established in Singapore since 1991 with French Capital. Present in Vietnam since 1992 operating thru its two representative offices in Hanoi and Hochiminh City, COMIN ASIA enjoys and expertise recognized in both local and regional infrastructure markets. The Comin Asia Group is active in Mekong sub-region: Vietnam, Cambodia, Laos, Thailand and Myanmar.

COMIN ASIA's business fields include:

- Power projects: power utilities (national, regional, local), power plants, dispatching centers..
- Power projects: Testing centre, power construction & transmission companies, power utilities, power plants...
- Industrial products: Cement plants, coal mine, paper plants, water utilities...

**COMIN VIETNAM LTD**, a Comin Asia owned Vietnamese registered Company, has been established since 1998 with its head office in Hanoi and two branches in Hochiminh City and Danang.

COMIN VIETNAM's engineering activities covers:

- Mechanical & electrical contracting: Industrial & tertiary sectors, pharmaceutical plants, garment factories, breweries, airport terminals, hospitals, shopping malls, office buildings, apartments, hotels...
- Mechanical and electrical maintenance and services: hotels & resorts, serviced apartments, embassies, office building, power plants...

The activities of Comin Asia and Comin Vietnam are complementary and enable us to offer a global performance from the initial planning of a project to its implementation and commissioning.

# Supply Leader

Quantity: 01

Hochiminh City, Vietnam

## A. JOB DESCRIPTIONS

### I. Purchasing analysis

- Market
- Characterize Comin Asia need for a product: supply chain and commercial terms
- Supplier's management
- Main purchase order
- Validate material request

### II. Project's supply

- Procurement schedule
  - o Based on delivery schedule, prepare procurement schedule of a project

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#### HANOI OFFICE

14-16 Ham Long, Hoan Kiem Dist.  
Tel: (84) 4 3943 9800  
Fax: (84) 4 3943 9801

#### HCMC OFFICE

351/31 No Trang Long, Binh Thanh Dist.  
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#### DANANG OFFICE

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Tel: (84) 511 3616 655  
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- Follow up procurement schedule
- Report progress on weekly/monthly basis to project manager
- Report progress to Procurement manager
- Purchasing strategy
  - Prepare purchasing strategy of a project
  - Develop strategy

### III. Documentation QMS

- Collect and archive documentation as per corresponding rules and procedures.
- Develop structures/tools to ensure procurement activities
- Ensure activities are in line with the requirement of COMIN's Quality Management System at all time.

## B. REQUIREMENTS

- Male/ Female, Vietnamese citizen. Age from 25~35.
- Graduated from the University, major in Import-Export/Administration/Foreign Trade is preferable.
- Background in electrical / mechanical engineering
- At least 3 years of working experience in purchasing/procurement work.
- Proficiency in Ms Office, Power Point.
- Good command of speaking and writing English.
- Good at communication and sales skills.
- Trustable, careful and hard working
- Tidy, affable behavior, assiduous and clear.
- Professional working environment and unlimited career advancement opportunities.
- Warm colleagues environment.

Interested candidates should submit their latest resumes to [hr.hn@cominasia.com](mailto:hr.hn@cominasia.com) before **15 Dec 2011** (first come first serve). Only shortlisted candidates will be contacted for interview.

### Human Resource Department

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