



JOB DESCRIPTION – Sourcing Staff

East West Industries is a USA based company. Focus is manufacturing of injection molded plastic parts; stamping of metal parts; SMT and assembly of electronics and medical devices, etc. Products are exported and then distributed by East West Manufacturing in the US. We operate factories in Vietnam – Singapore Industry Park II, in Binh Duong.

Reports to: Purchasing Manager

Day to Day Responsibilities:

1. Coordinate with Production and Purchasing to ensure smooth material supply in accordance with sales demand and production schedule.
Chịu trách nhiệm lên kế hoạch mua nguyên vật liệu, biết kết hợp với sản xuất và mua hàng để đảm bảo việc cung cấp nguyên liệu phù hợp với nhu cầu đơn hàng và kế hoạch sản xuất.
2. Coordinate with Technical department on new material qualification; monitor material delivery schedule.
Kết hợp với bộ phận kỹ thuật về những đặc tính nguyên vật liệu mới; giám sát lịch giao nguyên vật liệu.
3. Lead material sourcing activities, including new supplier search, price negotiation and technical qualification.
Giám sát tất cả hoạt động mua nguyên vật liệu bao gồm tìm kiếm nhà cung cấp mới, thương lượng giá cả và những tính năng kỹ thuật.
4. Update market price and supplier information.
Thường xuyên cập nhật giá cả thị trường và thông tin giá cả của nhà cung cấp
5. Other works as instructed by Purchasing Manager.
Làm những công việc khác sẽ do Trưởng phòng mua hàng chỉ định

Minimum Qualifications:

1. Graduated College / University (major in Foreign Trade, Economic, Administration)
2. At least 1 year experience in sourcing
3. English : Communication
4. Advanced in MS Office (Word, Excel), ERP is priority
5. Communication & Negotiation Skills
6. Time Management Skill.



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Working Conditions & Bonus:

- Working time: 8h/day from 7h30-16h15. 5 days/week and 2 Saturdays/month.
- To be trained and attend training course of company. Having working opportunities with experienced engineers from US head office, China, India offices.
- Annual health insurance after working 6 months.
- To be rewarded follow company policy during working time as annual bonus and monthly performance bonus etc.
- Follow Vietnam labor policy.

Job Location: KCN VN-Singapore II, Binh Duong
Company Industry: Injection molding, Stamping, mold, SMT, electronic assembly, motor, etc.
Job Role: Sourcing Staff **Joining Date:** ASAP
Employment Status: Full time **Employment Type:** Staff
Monthly Salary: Negotiable **Number of Vacancies:** 01

Please send application to:

Ms. Tran Thi Bich Ngoc
No. 26A Street No.5, VSIP 2, Hoa Phu Ward, TDM City, Binh Duong
Phone: 0650 – 3635 106 / 0650 – 3635 281 Fax: 0650 – 3635 107
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Note: Only qualified candidates are short-listed and invited for interviews