	<h1 style="text-align: center;">Assistant Vice President - MMD</h1> <h2 style="text-align: center;">Job Description</h2>		<p>Document Number:</p> <p style="text-align: center;">JD-SS-08.08</p>
	<p>Department:</p> <p style="text-align: center;">Materials Management</p>	<p>Effective Date:</p> <p style="text-align: center;">November 5, 2022</p>	<p>Revision No</p> <p style="text-align: center;">0</p>

I Reason for Existence

Responsible for managing the procurement and contracting functions for all operations, information technology, capital acquisition, design, construction, goods, general and professional services. In charge of managing, planning, organizing, supervising and administering programs relating to purchasing, contract solicitation, administration and payments, warehousing and security & safety.


II Duties and Responsibilities

1. Review and approve purchasing; warehousing and contracting activities for compliance with company policy and legal requirements; develops and monitors reports to track departmental effectiveness and productivity.
2. Manage daily procurement operations and budget management to ensure effective cost management and support.
3. Collaborate with key stakeholders to proactively define procurement needs and determine options that meet policy and law requirements.
4. Establish key performance indicators for procurement, contracting administrators and warehousing functions.
5. Develop reports of departmental activity including annual spend analysis, procurement planning, and the measurement of KPIs
6. Provide high quality, cost effective, and timely procurement processes to meet the needs of internal and external customers in a complex, fast-paced, high-demand environment.
7. Mentor, motivate and coach team members in order to sustain performance and provide growth opportunities within the team.
8. Any other responsibility that is deemed required by the management.

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III Minimum Qualifications

- Bachelor of Science in business, engineering or other related courses.
- Minimum five years' experience in a Senior Management Role
- Competent in Leadership and Management Skills
- Excellent in verbal and written communication skills
- Proficient in Negotiation Skills
- Fluency in English & Filipino languages

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