

# JOB DESCRIPTION

Batam, Indonesia

## PMC - MRO - Maintenance Repair Operations Purchasing Staff

**Employment :** Permanent

**Location :** Batam, Indonesia

**Job Title :** PMC - MRO - Maintenance Repair Operations - Purchasing Staff  
(Permanent or Contract)

### Job Summary:

As an MRO (Maintenance, Repair, and Operations) Purchasing Staff, your role involves overseeing the procurement of consumable material, jig/fixture, equipment, and supplies necessary for maintenance, repair, and operations within an Batam factory organization. This includes managing the sourcing, purchasing, and inventory control of items essential for the ongoing functioning of the organization's facilities and equipment. In addition to these core responsibilities, you may also be involved in implementing cost-effective procurement strategies, optimizing inventory management processes, and collaborating with various internal departments to understand their specific MRO needs and requirements.

### *Duties/Responsibilities:*

1. Knowledge of MRO Products and Services:  
A solid understanding of the various materials, equipment, and supplies required for maintenance, repair, and operations is essential.  
Knowledge of different product categories, such as mechanical parts, safety equipment, and facility maintenance supplies, is important.  
Familiarity with industry standards, regulations, and best practices related to MRO procurement is advantageous.
2. Procurement and Negotiation Skills:  
Strong negotiation skills are crucial for securing favorable terms and pricing with suppliers. The ability to evaluate supplier capabilities, negotiate contracts, and manage supplier relationships is important. Proficiency in analyzing pricing structures, conducting cost-benefit analyses, and identifying cost-saving opportunities is valuable.
3. Organizational and Analytical Abilities:  
Effective organizational skills are necessary for managing multiple procurement projects simultaneously. The ability to analyze data, forecast demand, and make data-driven decisions is important in optimizing inventory levels and ensuring timely availability of materials.

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Attention to detail and the ability to manage complex procurement processes efficiently are essential.

4. Communication and Collaboration:

Excellent communication skills, both written and verbal, are important for interacting with suppliers and cross-functional teams. Collaboration with various departments, such as maintenance, operations, finance, and engineering, is often required to understand their specific MRO needs and align procurement strategies accordingly. The ability to build and maintain strong relationships with suppliers and vendors is valuable.

5. Problem-solving and Adaptability:

Strong problem-solving skills are necessary for addressing procurement challenges, such as supply chain disruptions, quality issues, or unexpected changes in demand.

**Required Skills/Abilities:**

- A bachelor's degree in supply chain management, business administration, or a related field is often preferred.
- Previous experience for 5 years or above in procurement or supply chain management is highly desirable, particularly in an MRO purchasing context.
- Familiarity with Batam jig/fixture/equipment vendors and supply chain is beneficial.
- Able to work well under pressure and handle emergency and stressful situations
- Positive mindset and Can Do Attitude

You can send your resume to...

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(HR Manager)