

## Supply Chain Executive

Company: GroupG Asia Pacific Pte Ltd.  
Department: Supply Chain  
Location: Ho Chi Minh City  
Report to: Supply Chain Manager/ COO

Incorporated in Singapore, GroupG Asia Pacific – A Group of Companies aims to deliver concepts, ideas, and complete solutions tailored to customers in the food, pharmaceutical, and cosmetic industry. We are looking for our Supply Chain Executive to become part of a young-passion-innovative team.

### Key Responsibilities

- Participate in sourcing, negotiating, and signing contracts with suppliers.
- Manage, follow up, summarize and process the orders, contracts, complete all the import & export procedures and documents
- Receive, check, and compare all the import & export documents to be compatible with Vietnam's latest policies and partners' countries.
- Connect with relevant departments to ensure the delivery schedule, solve the incurred problems, and optimize the inside combination with partners to decrease the risks and costs.
- Frequently contact, take care and maintain the relationships with suppliers, partners, customers; collect and evaluate the feedback from customers, markets and competitors.
- Follow, support the accounting department to recover, compare, and make payments with suppliers or foreign customers.
- Update the costs, prices, support the accounting to follow, and estimate the suitable costs for each product, order, and supplier
- Frequently update and propose with the management to optimize the costs in logistics activities, tax, freight, warehouse fee; prepare regular reports to the company and the authorities.

## Qualifications

- Bachelor's Degree in Logistics/ Supply Chain or related fields
- 2-3 years of experience in similar relevant position required.
- Advanced in office software (Word, Powerpoint, Excel)
- Fluent in English (communication and written)
- Knowledge of logistics, supply chain
- Ability to successfully manage multiple priorities and to handle challenging work demands and tight schedules
- Skills: Good organizational and interpersonal skill, time management, negotiation, build the relationships.
- Pleasant, self-motivated, tactful and **meticulous, quick learner**

## Benefits:

- Negotiable Salary and Annual Bonus
- In-house training, suppliers training and by reputable trainers/schools
- The Health, Social, Unemployment Insurance Funds following Vietnam Labor Code after Probation periods.
- Benefits will be subjected to the terms and conditions as set out in the Company's Collective Labor Agreement and the Company Booklet.
- Professional, friendly and dynamic working environment.

Should you be interested in the position, please send your CV and application letter to **hr@groupg.com.sg**.

## About GroupG Asia Pacific:

- Incorporated in Singapore, GroupG Asia Pacific - Group of Companies aims to deliver concepts, ideas, and complete solutions tailored to fit your processes and to serve your market.
- We have 20 years of experience in providing technology transfer and distributing food specialties, food ingredients and fragrances for manufacturers in Asia.
- Besides, GroupG provides export & OEM/ODM solutions to connect local manufacturers with worldwide partners to bring products to all over the world.