

### JOB DESCRIPTION

Job title	職名	<b>Procurement &amp; Purchasing specialist</b>
Division	本部	<b>Operational Division</b>
Department	部門	<b>Logistics &amp; Procurement Department</b>
Section	部課	<b>Procurement Section</b>

### SUMMARY OF POSITION

The Procurement & Purchasing specialist is in charge of controlling and monitoring all aviation-related purchases from AHJ. He / she liaises with AH/AHD as well as AHJ suppliers network. He / she identifies selects and assist the head of OLP in negotiating contracts. He/she leads the orders administration team for spares, R/O, warranty, H Care and outsourcing orders.

### DUTIES AND RESPONSIBILITIES

- Initiate and execute material procurement, sourcing and provisioning and/or other logistics related activities
- Close monitoring and follow-up of outstanding Purchase orders with AH/AHD & suppliers.
- Follow-up on discrepancy issues and provide timely response to achieve optimum customer service satisfaction level
- Generate, monitor and analyze supplier performance trend (KPI on , orders book,OTD1, vendors backlog, Late orders)
- Identify and assess potential new suppliers for AHJ
- Liaise with Quality Control and Finance Departments on New Vendor creation
- Organize regular review with AHJ procurement team and AH/AHD
- Assist head of OLP for sourcing suppliers and follow up of supplier's performance
- Follow up Spares, R/O, warranty , H Care, outsourcing orders to take the lead and address issues to relevant person when needed
- Interface with AHJ customers support team and marketing team to plan and prioritize procurement matters.
- Participate in aircraft offer process to provide right input for costing.
- Reviews orders, creates requisitions for purchased items, and manages approval process.
- Track order acknowledgement, prepares and communicates shortage and backlog reports, and provides visibility of potential interruptions to customer support team and internal customers.
- Track orders and confirms system lead times, delivery dates, and costs.
- Review, update, and maintain purchase orders until they are closed.
- Ensures orders adhere to supplier agreements and contracts; report nonconformance.
- Identify opportunities and implements actions to achieve efficiencies.

- Contribute to consolidation, reduction, and rationalization of the local supplier base.
- In shift basis, follow-up AOG orders which might come during weekends and night time.

## JOB REQUIREMENTS

Proficient in English and Japanese
Experience in procurement activity
Good Knowledge of Order Administration tool (SAP) and AH processes, Warranty management, Global AH Spares/Repair processes
Comfortable with data manipulation tools (SAP, Excel, Tableau, etc.)
Able to demonstrate good negotiation and analytical skills
Working knowledge of procurement processes and concepts
Excellent interpersonal, communication (both verbal and written), presentation, time management and organizational skills
Good knowledge of AH and AHJ organization and processes
Maintain a positive attitude to continued learning.
Helicopter knowledge to understand customer's issues linked with business