

Procurement and Supply Chain **Senior Manager**

Job Descriptions:

- ❖ Liaise with internal stakeholders, providing timely sourcing and procurement support to meet operational requirements
- ❖ Work with suppliers and internal departments to negotiate best in class contracts and achieve the most favorable results for the organization
- ❖ Provide stakeholders with detailed supply market condition, trends, forecast and analyses that may affect suppliers, cost of goods, pricing and also with recommendation on supply solution
- ❖ Manage relationships with key strategic suppliers and develop new potential suppliers when necessary
- ❖ Lead and complete contract negotiations while liaising closely with corporate legal team
- ❖ Supervise and manage a small team of procurement subordinates for operational excellence and professional development

Position Requirements:

- ❖ Bachelor Degree in Procurement, Business or Finance related fields
- ❖ Solid experience in contract writing and/or contract management
- ❖ Possess outstanding communication and problem solving skills
- ❖ Strong negotiation skills and commercial acumen
- ❖ Exceptional time management skills and ability to manage multiple projects under tight deadline
- ❖ Proficient in English, Cantonese and Mandarin

Hotline: 8118 6293

If you are interested, please send your CV to sclcareer@sands.com.mo

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Procurement & Supply Chain

Assistant Quantity Surveyor

Development Contracts Administration

Job Descriptions:

- ❖ Support the team with all necessary duties to develop and deliver comprehensive design and construction contracts
- ❖ Input and update data contained in internal contract management systems, and supervise junior members for data input
- ❖ Provide support in the tracking, expediting, collecting and collating of periodic reports and other regular data submissions
- ❖ Review project registers such as payments, changes and contractual correspondences
- ❖ Assist the Commercial Manager during the bidding process with activities such as to issue RFP, analyze proposals, and prepare the BAW

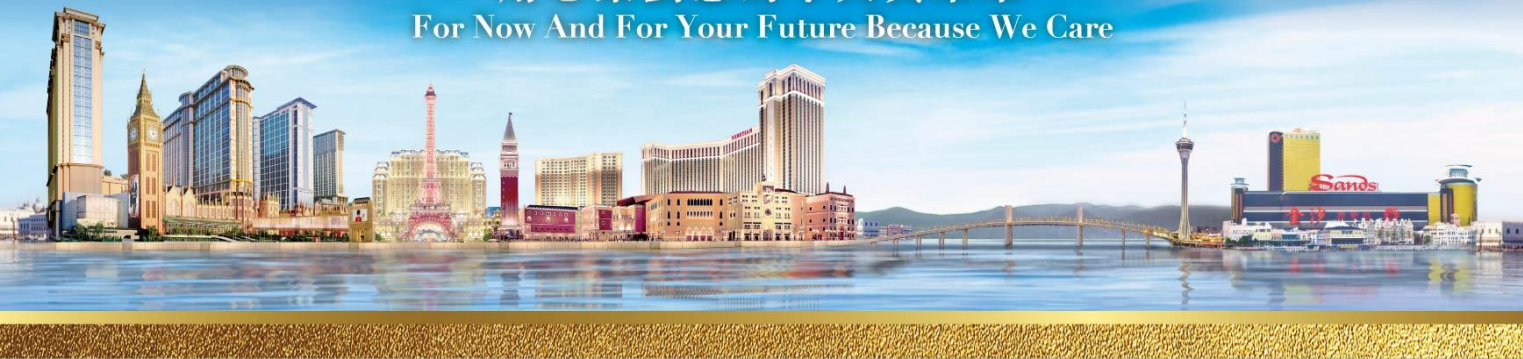
Position Requirements:

- ❖ Knowledge and understanding of construction procurement process and commercial awareness
- ❖ Strong oral and written communication skills, detail-oriented, self-motivated professional
- ❖ Thorough and skillful administrative support, strong organizational skills, ability to multitask and prioritize to achieve project goals
- ❖ Fluent English; Cantonese and Mandarin are a plus

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Warehouse - Runner

Job Descriptions:

- ❖ Perform daily delivery work, such as to transport, upload and unload goods and materials
- ❖ Organize goods in warehouses or similar storage areas
- ❖ Operate machinery and drive vehicle to transport goods/ materials, following the correct operating procedures and safety regulations
- ❖ Use electronic equipment to record work-related affairs, such as to notify or handle feedback from relevant parties

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