

## **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

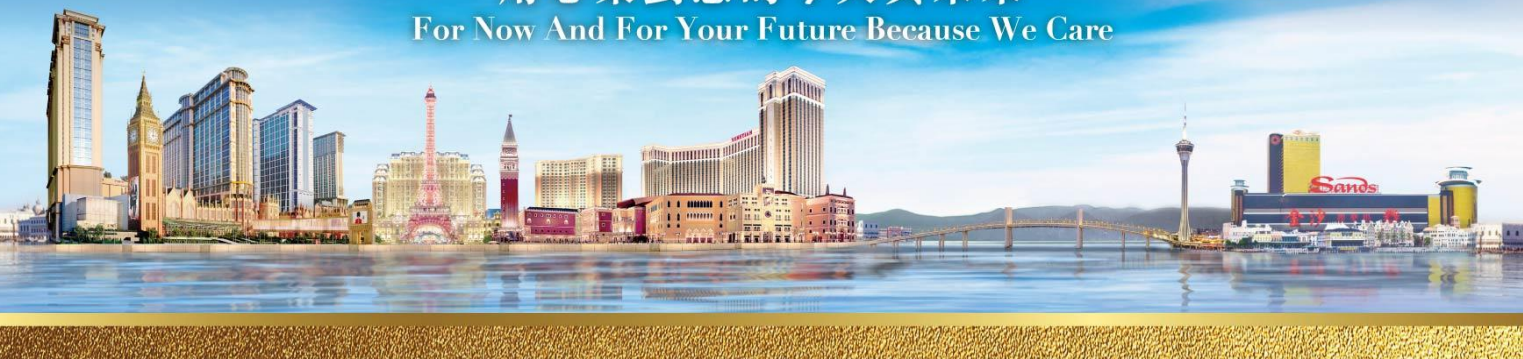
### **Position Requirements:**

- ❖ 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](mailto: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:

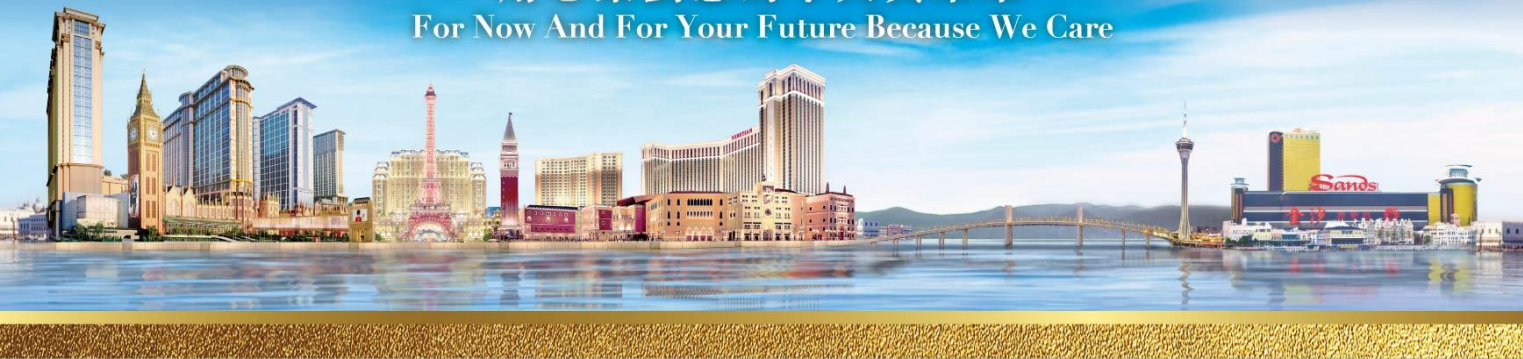
- ❖ Knowledge and understanding of construction procurement process and commercial awareness
- ❖ Strong oral and written communication skills, detail-oriented, self-motivated professional
- ❖ Thorough and skillful administrative support, strong organizational skills, ability to multitask and prioritize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

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## 倉務部 – 物資裝卸操作員

### 工作內容:

- ❖ 負責運送、裝卸及處理物資
- ❖ 需整理倉庫或同類儲存庫之物資
- ❖ 需操作機械或非機械工具(如電動叉車及手推車)以協助工作
- ❖ 需執行及協調與其職務相連之事宜\*

查詢熱線: 8118 6293

歡迎發送個人履歷至 [sclcareer@sands.com.mo](mailto:sclcareer@sands.com.mo)