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# Sands China Job Vacancy

## Procurement and Supply Chain - 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

### 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 - Senior Officer / Officer

### Job Descriptions:

- ❖ Process users department purchase requests and discuss the requirement with users
- ❖ Source competent vendors to fulfill company requirement
- ❖ Issue request for quotation to vendors, evaluate offers, perform negotiation, and make buying recommendation for approval
- ❖ Ensure the purchase authority, commitment and process is complied with Company procurement policy and procedures
- ❖ Monitor supplier delivery and quality performance to ensure continuity of supply
- ❖ Follow up receiving and payment process upon goods delivery

### Position Requirements:

- ❖ Bachelor Degree holder
- ❖ 3 - 4 years of relevant working experience; less experience will be considered for Officer position
- ❖ Good command of English and Chinese
- ❖ Possess good communication and negotiation skills
- ❖ Proficient in Microsoft Office

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