



Making It Easy-MIE

Making Cambodia Easy!

Job Announcement

Making It Easy (MIE) is the first company to provide one-stop professional services to meet the needs of expats working and operating businesses in Cambodia. MIE specializes in three key areas: Language and culture, Business start-up, and Relocation support.

Our client, **Primeflux Group** is an integrated Mechanical & Electrical (M&E) Engineering Contractor based in Singapore. We are Singapore Building Construction Authority Register Highest Grade Building Integrated Services M&E Contractor (ME15 - L6). We provide "one stop solution", specialises in providing design and build building integral M&E services to industrial and commercial building and facilities. Building Integral Services primarily would include mechanical and electrical engineering and they are as follows:

- 1) Electrical & ELV System
- 2) Air-Conditioning, Refrigeration & Ventilation System
- 3) Communication and Security Services
- 4) Fire Prevention and Protection System
- 5) Internal Telephone Wiring for Telecommunications
- 6) Plumbing and Sanitary System
- 7) Green Engineering Solution

More about our company: www.primeflux.co

We are currently expanding our Business Model to Cambodia and are seeking suitable candidate to join us on our exciting journey.

We are currently looking for a full-time **Procurement Manager**, based in Phnom Penh.

Requirements:

- Good Command of English, both Written and Spoken
- Good Team Player & Multi-Task
- Committed, Positive Attitude, High Level of Initiative and Meticulous
- Well versed in MS Office
- Good Knowledge and Experience in Tendering of Mechanical and Electrical Building Services
- Good Sourcing and Procurement Knowledge of Local Supplier and Sub Contractor
- Great Negotiation and Networking Skill
- Aptitude in decision making and with working of bottom line for profitability
- Experience in collecting and analyzing data
- Strong Leadership Capabilities
- Willing to travel within Asia
- Adoption to Company Culture through training is provided
- Temporary Out Station Overseas for On Job training is expected.
- Degree in Engineering or Business Administration at least 2 years of working experience in Mechanical & Electrical Related Construction/Interior Fit Out Industry
- Relevant Experience of up to 5 Years can also be considered
- Fluent in Khmer and English

Main Duties:

- Involve in tender preparation, evaluation, compilation & submission
- Evaluate tenders/cost & quantities take-off



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- Ability to Interpret & understand Architectural, M&E drawings, tender specifications and requirements
- Sourcing of quotation for rate from supplier and contractor
- Prepare quotations, variation orders, BQ, cost planning & etc.
- Negotiation for award of subcontract/supplier to secure advantageous terms for awarded projects
- Check on Changes of designs to access the effects on cost
- Source for profitable suppliers & Sub Contractors and initiate Business Partnership
- Approve the ordering of necessary goods and services
- Finalize purchase details of orders and deliveries
- Collaborate with key persons to ensure clarity of the specifications and expectations of the company
- Anticipate alterations in the comparative negotiating ability of suppliers and clients
- Foresee un-favorable events through analysis of data and prepare control strategies
- Perform risk management for supply contracts and agreements
- Build "Controlled Spending" Culture as long term corporate philology.
- Conduct regular inspections and assess the work performance done by all sub-contractors / in-house contractors
- Attend to meetings with owner, consultants & contractors
- Perform other duties as assigned

Salary & Compensation: \$700 USD to US\$1,600 USD, depending on assessment on performance level.

If you are interested, please send your resume and cover letter to lcs@makingiteasycambodia.com. Your cover letter should explain why you are the best candidate for the position and what you think you can bring to the company.

Application Deadline: 15/05/2017 (This position will be closed as soon as we get the right person. We apply first come, first service basis.)

Only shortlisted candidates will be invited for an interview. *We offer an equal job opportunity. Women are encouraged to apply.*