



Burapha Agroforestry Co., Ltd is a Swedish/Lao plantation and wood products manufacturing company, with its own plywood mill, sawmill, and plantations.

Established in Lao PDR in 1994, Burapha's objective is to build a timber plantation asset in Laos large enough to be the core wood supplier for a major industrial operation. Burapha currently operates a sawmill/furniture factory and a new, state-of-the-art plywood mill, which commenced production in 2021.

Senior Procurement Officer

Location: Vientiane HQ Office

Reporting to the Procurement Manager, this role is primarily focus on emergency purchases and logistics management supports.

Key Responsibilities:

- Keep close communication with user/requestor for emergency purchase request (EPR)
- Verify specifications with user and proper lead time
- Collect and compare quotations, prices from different suppliers/contractors for best offers
- Negotiate, prepare, and finalize purchase orders, contracts, or advance request
- Identify all special or critical requests and handle the arrangement of logistics and delivery purchased materials/products to dominated sites
- Track materials/products and ensure timely delivery and share an update record to supervisor, requestor/users
- Prepare weekly report and updates for manager
- Reviewing and prepare purchasing and logistic procedures
- Addressing and resolving shipments and delivery schedule including liaising with vendors/suppliers/contractors and user/requestor for effective timelines and productivity
- Assist, support and supervise logistic officer to handle freight consolidation, routine and scheduling logistic activities
- Create and maintain effective plan and monitoring system for purchasing, transportation, and delivery

Qualifications / Experience:

- Bachelor's degree in business administration, or related fields (engineering, mechanical or electrical is a plus)
- 3-4 years of experience related to applied position
- Proven working experience on purchasing and logistics and supply chain, excellent organizational and leadership skills
- Excellent verbal and written communication skills in Lao and English languages
- High levels of integrity and confidentiality in dealing with sensitive matters and information
- Good problem-solving ability to provide solutions to a wide range of practical HR issues
- Able to work independently and proactively
- Strong interpersonal and negotiation and conflict resolution skills
- Proficient in MS Office applications



BURAPHA
AGRO-FORESTRY

We offer a competitive remuneration package including comprehensive health insurance and a supportive and committed team environment.

To apply, please send your CV, proof of qualifications and a cover letter (optional)

to: recruitment@buraphawood.com

Only shortlisted candidates will be contacted for an interview.

Closing date 10th August 2022