

Contract Management & Purchasing Manager Role Summary: Singapore

Develop, negotiate and maintain purchasing contracts for products and services, preparing final contract information. Solicit and analyze incoming product proposals and services assigned to partners. Improve processes and measure contract effectiveness, while training and coaching others.

Core Competencies:

- ✓ Commitment to Jesus Christ evidenced by a personal relationship
- ✓ Excitement about being involved in full-time missions and willingness to develop a team of prayer and financial partners
- ✓ Able to motivate, enable, lead and manage others as a servant leader
- ✓ Work independently and manage priorities for optimal use of resources
- ✓ Excellent negotiation, analytical, organizational & administrative skills
- ✓ Strong interpersonal skills to collaborate with people at all levels in a cross-cultural setting

Responsibilities:

- ✓ Lead proposal management and contract negotiation activities
- ✓ Develop purchasing processes to facilitate support in this area across Asia entities
- ✓ Train and coach Asia team members engaged in negotiation activities
- ✓ Keep abreast of market trends, changes in business practices and new types of materials and services entering the market
- ✓ Identify new product and service areas

Desirable Qualifications:

- ✓ Degree in Contract Administration, Business Management or related field
- ✓ Five years' experience in procurement/contract field, purchasing, accounting or related areas
- ✓ Proficient in spoken and written English
- ✓ Able to travel frequently in the region