



Supply Chain and Purchasing Specialist

Type: Full-time
Reports To: Senior Supply Chain Manager
Location: Manilla, Philippines

Job Description and Responsibilities

Looking for a highly motivated Global Supply Chain Analyst with MS Excel model experience who enjoys working in a fast-paced tech environment. This position will support supply chain planning and purchasing activities for a rapidly growing line of semiconductor products, build tools to show and monitor the materials info and SCM metrics, directly coordinate with Suppliers (most in Asia) to get things done in a timely manner.

Essential Duties and Responsibilities

- Monitor material starts, WIP, customer shipments and inventory, and coordinate with mostly Asia-based suppliers to ensure on time delivery
- Develop Excel-based tools or other tools to monitor manufacturing and logistics status, and publish daily materials status online if requested by internal teams
- Support the purchasing activities for the teams around the world (US, Australia, Canada, Philippines, etc.)
- Support the shipping receiving activities in Philippines if needed
- Other SCM related projects assigned by the manager

Required Skills and Experience

Must possess/demonstrate the following:

- 2+ years of working experience with a bachelor's degree in Supply Chain Management, Engineering, Business, Computer Science, or related fields
- Or graduated student with a Master's degree in Supply Chain Management, Engineering, Business, Computer Science, or related fields
- Must have advanced level of MS Excel skill to analyze data (Pivot Tables and Pivot Charts, VLookups, IF formulas, Data cleansing, VBA, ect.)
- Must be a detailed-oriented professional
- Sense of urgency to meet internal and external requirements
- MBA or APICS, ISM certification is a plus
- Experience in electronics or semiconductor industry is a plus
- Knowledge of purchasing or supply chain in a manufacturing environment is a plus
- Bilingual skills in Thai, Mandarin Chinese, or Korean is a plus

Working Environment:

- Assignment Complexity – Uses professional concepts and critical thinking skills to solve complex problems requiring creative solutions and an in-depth evaluation of various factors.
- Accountability – Works without appreciable direction and exercises considerable latitude in selecting methods, techniques and evaluation criteria.
- Working Relationships – Interfaces comfortably with top management and is a team player working as a facilitator with Engineering, Sales, Marketing, and Accounting. Leverage networks internally and externally.