

JD – Procurement Coordinator

The procurement coordinator's role is to ensure that projects receive the right materials at the right time, are cost-efficient and legally compliant, and focus on The Oryx Way of management and Lean principles.

Specifically:

- Process orders promptly and accurately
- Seek continuous improvement in every process
- Maintain excellent relationships with suppliers
- Process freight from overseas suppliers
- Negotiate contracts, terms and deadlines with suppliers

Required Personal Attributes

You should be well groomed, with exceptional personal hygiene and attention to detail in your appearance. You should also be happy and have excellent relationship-building skills, be flexible, and be positive. It is a prerequisite to take care of your mental and physical health in addition to learning and continually improving yourself.

The values of our business are to be:

Resourceful, Responsive, Trusted, Innovative, Considerate, and Premium—these, together with Lean, form the basis of our operation.