

# Spiber (Thailand) Ltd.

## ***GA [Purchasing]***

### **Job description**

- Administrative and facilities management
- Sourcing and purchasing consumables, tools, and spare parts
- Responsible for purchase orders and documents in accordance with company policies and procedures
- Sourcing and researching potential vendors
- Comparing and evaluating offers from suppliers
- Negotiating credit terms and cost of goods and services, and following up on deliveries
- Coordinating with staff and vendors to discuss defective or unacceptable goods and determining corrective actions
- Maintaining and reviewing records of goods, costs, deliveries, and product performance
- Improving the process of purchasing and receiving purchased goods
- Organizing and processing administrative and office documentation
- Supporting HR and GA team tasks, such as employee services, employee activities, etc.
- Other assignments as discussed with the team

### **Job experience**

- Minimum 2-3 years of experience in purchasing and sourcing for manufacturing

### **Core values**

- A sense of engagement and responsibility towards Spiber's projects
- The ability to commit to the team's mission over individual interests
- The capacity for flexibility in the pursuit of maximizing the team's performance
- Willingness to step outside individual areas of specialization
- An appreciation for new experiences and challenges
- Ability to deliver and share our company's culture and image
- Ability to work under pressure and react to an ever-changing environment

## Requirements

- Passion for the chemical business
- Strong MS Office skills, especially Excel
- English: Basic communication level (TOEIC 600+)
- Effective business negotiation and problem-solving abilities
- Proactive, self-motivated, fast learner, service minded, strong team player, and able to work under pressure in a multinational work environment
- Good followership behavior, interpersonal skills, and communication skills

## Number of positions

- 1 position

## Location

- Eastern Seaboard Industrial Estate in Rayong, Thailand

## Start date

- ASAP

## Salary system

- Approximate range of total monthly package: 30,000-60,000 bahts/month (dependent on experience; no bonuses or other allowances)
- Our company uses a self-declaration salary system, in which applicants decide their own salary and the salary is disclosed to all company members. More about our way of thinking about salary at Spiber can be found here: <https://www.spiber.inc/en/join/>

## Overtime pay

- Provided

## Probation period

- 119 days

## Work hours

- 8 hours per day, 40 hours per week

## Holidays

- 2 days off per week

## Paid vacation

- 12 days per year

## Social insurance

- Standard social security fund (SSO)

## Employee benefits

- Group insurance (life insurance, accident insurance, IPD)
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## ***About Spiber (Thailand) Ltd.***

Founded: November 21, 2018

Team: 40 members (as of Jun 2021)

Registered Capital: 2,900,000,000 baht

Business Domain: Protein fermentation and purification; research, development, and testing of production methods and technologies; knowledge transfer to other plants

Location: Eastern Seaboard Industrial Estate 300/155 M.1 T.Tasit, A.Pluakdaeng, Rayong, 21140, Thailand

Managing Director: Keisuke Morita

Board of Directors: Keisuke Morita, Toshimasa Asai, Yu-Hsuan Miao