

SKILLS FRAMEWORK FOR MARINE AND OFFSHORE SKILLS MAP - PROCUREMENT COORDINATOR/ PROCUREMENT EXECUTIVE				
Sector	Marine and Offshore			
Track	Production Engineering			
Occupation	Procurement Engineer			
Job Role	Procurement Coordinator/ Procurement Executive			
Job Role Description	<p>The Procurement Coordinator/Procurement Executive is responsible for participating in routine sourcing and purchasing activities to obtain the materials, equipment and services to deliver on projects involving ships, rigs and/or conversions. He/She typically comes from an engineering background with work experience in production and/or design, and is able to translate project requirements into specifications for materials, equipment and services to procure.</p> <p>He has good communication and negotiation skills for engaging vendors and other external parties, to coordinate vendor selection processes and follow up on vendors' deliverables. He also possesses good organisation skills for maintaining vendor contract records and databases.</p>			
Critical Work Functions and Key Tasks	Critical Work Functions	Drive procurement operations	Key Tasks	
			Coordinate procurement operations with vendors and stakeholders	
			Manage vendors' conformance to delivery schedules and product specifications	
			Process payments to vendors	
			Gather data on vendor performance to propose improvements	
	Develop sourcing strategies	Maintain procurement database and documentation		
		Draft sourcing schedules based on project plans		
		Maintain sourcing documentation in procurement management system		
		Highlight sourcing issues for management's actions		
	Oversee vendor selection and evaluation processes	Gather feedback on the effectiveness and efficiency of current sourcing strategies		
		Clarify bid queries with vendors		
		Prepare reports on assessments of bids received		
		Maintain vendor information and records		
		Monitor vendor performance		
	Manage vendor contracts			
Skills & Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Big Data Analytics	Level 4	Digital Literacy	Intermediate
	Business Negotiation	Level 4	Communication	Intermediate
	Business Presentation Delivery	Level 3	Lifelong Learning	Intermediate
	Business Proposal Writing	Level 4	Data Analytics	Intermediate
	Continuous Quality Improvement	Level 3	Service Orientation	Basic
	Contract Development and Management	Level 4		
	Emergency Response Management	Level 2		
	Manufacturing Workflow Management	Level 4		
	Market Research	Level 3		
	Materials Inspection	Level 3		
	Procurement Coordination and Policy Development	Level 3		
	Procurement Performance Monitoring	Level 3		
	Project Coordination	Level 3		
	Project Feasibility Assessment	Level 4		
	Project Risk Management	Level 3		
	Service Excellence	Level 3		
	Stakeholder Management	Level 4		
	Technical Writing	Level 3		
	Vendor Management	Level 3		
WSH Culture Development	Level 2			
WSH Performance Management	Level 2			
Programme Listing	For a list of Training Programmes available for the Marine and Offshore sector, please visit: www.skillsfuture.sg/skills-framework/marineandoffshore			

The information contained in this document serves as a guide.