

**SKILLS FRAMEWORK FOR WHOLESale TRADE
SKILLS MAP - PROCUREMENT EXECUTIVE/SOURCING EXECUTIVE**

Sector	Wholesale Trade			
Track	Operations, Procurement and Sourcing			
Occupation	Procurement and Sourcing Executive			
Job Role	Procurement Executive/Sourcing Executive			
Job Role Description	<p>The Procurement Executive/Sourcing Executive supports the development of procurement strategies by monitoring inventory movement and reconciling supplies with established procedures. He/She also supports the overall contractor selection process by analysing proposals and draft contracts based on established supplier selection processes and criteria.</p> <p>He should possess strong organisational, interpersonal and negotiation skills. He is a conscientious and self-motivated individual who is able to manage work priorities and relationships with suppliers and other business units locally and regionally.</p>			
Critical Work Functions and Key Tasks	Critical Work Functions	Key Tasks		
	Develop procurement plan	Deploy organisation's procurement activities based on established product specifications and customer needs		
		Manage working level relationships with organisational network and external vendors for optimal procurement transactions		
		Monitor compliance of organisation's procurement targets and Key Performance Indicators (KPIs)		
	Manage seller selection process	Adopt selection processes and criteria with sellers to ensure fair competition		
		Gather data on potential sellers that fulfil procurement requirements		
		Analyse draft proposal and/or procurement specifications to ensure alignment with procurement requirements		
		Generate list of preferred sellers in accordance with organisation's selection processes		
		Support negotiation efforts with information on agreed contract terms and conditions with preferred sellers		
	Manage procurement activities	Determine inventory levels of products in organisation		
		Test quality of products to ensure suitability for purpose in accordance with procurement requirements and quality assurance standards		
		Conduct checks on documentation required for trade transactions		
		Collaborate with sales and finance departments to facilitate payment processes to sellers		
	Support application initiatives	Facilitate the use of technologies, electronic tools and devices		
		Contribute in key activities and milestones in technology implementation projects		
		Provide assistance in ongoing records and information review to determine the effectiveness of work processes and procedures		
Plan continuous work improvement activities and performance improvement strategies				
Skills & Competencies	Technical Skills & Competencies		Generic Skills & Competencies	
	Business Negotiation	Level 3	Communication	Intermediate
	Business Performance Management	Level 3	Teamwork	Intermediate
	Business Planning	Level 3	Interpersonal Skills	Intermediate
	Change Management	Level 3	Computational Thinking	Intermediate
	Conflict Management	Level 3	Digital Literacy	Intermediate
	Continuous Improvement Management	Level 3		
	Contract Development and Management	Level 4		

	Data Mining and Modelling	Level 2		
	Effectiveness Management	Level 3		
	Innovation Management	Level 3		
	Inventory Control	Level 3		
	Learning and Development	Level 3		
	Networking	Level 3		
	Operations Risk Management	Level 2		
	Order Fulfilment Administration	Level 2		
	Procurement Management	Level 3		
	Quality Assurance Management	Level 3		
	Resource Management	Level 3		
	Solutions Design Thinking	Level 3		
	Stakeholder Management	Level 3		
	Supplier Sourcing	Level 3		
	Systems Thinking Application	Level 3		
	Technology Integration	Level 3		
	Vendor Management	Level 3		
Programme Listing	For a list of Training Programmes available for the Wholesale Trade sector, please visit www.skillsfuture.sg/skills-framework/wholesaletrade			

The information contained in this document serves as a guide.