



## Job Description

<b>Job Title:</b>	Senior Buyer, Asia Pacific
<b>Department:</b>	Integrated Supply Chain
<b>Location:</b>	Manila, Philippines
<b>Reports To:</b>	Director, Procurement Operations Asia Pacific

Grace is built on talent, technology, and trust, Grace is a leading global supplier of catalysts and engineered materials. The company's two industry-leading business segments—Catalysts Technologies and Materials Technologies—provide innovative products, technologies, and services that enhance the products and processes of our customer partners around the world. Grace employs approximately 3,700 people in over 30 countries.

### Job Description

Responsible for sourcing and procuring Direct materials (raw materials, packaging and energy) and Indirect goods and services (capital, professional services, MRO,) across the Asia Pacific region-

### Major Responsibilities

- Support Grace's safety culture and demonstrate leadership in achieving an accident-free environment.
- Fully understand, comply and enforce Grace Source to Pay policies and procedures across the organization
- Systematically gather and maintain industry and market intelligence relating to key goods and services.
- Demonstrated proficiency managing capital projects in a mature stage gate process environment.
- Develop value accretive strategies for regional managed capital projects (\$25-200k spend), negotiate and formulate the regional contracts to achieve effective project execution.
- Monitor and analyze regional managed raw materials and indirect sub-category markets to mitigate the supply risks and reach the lowest total cost ownership.
- Support the execution of the category strategies developed by the Global Strategic Sourcing team and implement favorable supply agreements where appropriate to protect Grace.
- Issue Purchase orders, track open orders, and expedite orders as necessary.
- Pursue consolidation of the supply base to reduce complexity.
- Work cross-functionally within the ISC organization and other support functions such as R&D, EHS, Quality, Product Stewardship and Marketing.
- Develop and manage effective relationships with local suppliers.

- Drive continuous, incremental change and where possible, step-change improvement to achieve leading edge performance while delivering cost reduction and cash flow productivity and efficiency improvement within the region.
- Hold suppliers accountable for performance and continuous improvement including response time, delivery performance, and quality improvement, cost control and cost reduction.
- Support global and regional communication by preparing reports, analyses and presentation materials and representing procurement in business reviews, meetings and conference calls.
- Support Category Management to communicate sourcing strategies, plans and results to all relevant stakeholders as needed and develop and maintain close working relationships with business management, Planning, Operations and R&D to ensure appropriate alignment with business goals.
- Foster a team environment that develops strong business and professional relationships with key internal stakeholders and external partners.

**Key Performance Measures:**

- Supply Security
- Price forecasting for regional managed sub-categories
- Negotiation
- Productivity
  - Cost Reduction
  - Cost Avoidance
  - Cash Flow Improvement
- Inventory Optimization
  - Consignment Implementation
- Business Communication and Alignment

**Required Experience:**

- Bachelor's degree (or above) in chemical or supply chain-related field.

**Preferred Competencies:**

- Minimum 5 years work experience in a world-class manufacturing company including a minimum of 3 years of managing capital projects
- Strong teamwork orientation.
- Broad and extensive background in both indirect and direct material sourcing and procurement with the ability to think strategically.
- Business savvy with strong internal and external negotiating skills.
- Able to critically review and negotiate supply contracts and possess a strong understanding of standard contract terms and terminology.
- Capable of managing and prioritizing multiple tasks.
- Analytical and data-driven approach to problem-solving.
- Proficient with the Microsoft Office® suite and SAP.

- Good written and oral communication/presentation skills including both oral and written fluency in English and Korean

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