



## **We are Hiring: Procurement Department (Temporary Staff)**

**Location:** Cyberjaya

**Working Hours:** Monday to Friday, 8.30 am – 5.30 pm

### **Key Responsibilities:**

- **Managing Purchase Orders:**  
Processing, tracking, and maintaining records of purchase orders to ensure they are completed and delivered as required.
- **Contract Management:**  
Assisting in the preparation and management of contracts with suppliers, ensuring compliance with terms and conditions, and keeping records of contract details.
- **Record Keeping and Documentation:**  
Maintaining accurate records of all procurement activities, including contracts, purchase orders, and supplier communications, to ensure transparency and compliance with company policies.
- **Maintaining Supplier Databases:**  
Updating and maintaining a database of suppliers, including contact details, terms, and performance records.

Send your resume to [hr@myid.my](mailto:hr@myid.my) and [shenaz.razak@myid.my](mailto:shenaz.razak@myid.my).