Key Responsibilities

**Cost control**
- Control and manage Purchasing & Logistics costing in order to achieve required savings (focused on Contracting activities).
- Finalize Logistics Cost Control activities in order to meet Monthly logistics costs closing deadline (Final costing).
- Maintain files both soft and hard copy, and keep an updated database for the work of the team.
- Communicate Quality Management System and related procedures internally and externally to ensure the quality of work and service complies with ISO 9001:2008.

**Analyses/Reporting**
- Conduct analyses on spend data/researching trends / market intelligence (spend data and basic financial analyses: KPI’s, Trends, Actual vs. Budget, Forecasts...)
- Assists Category Leaders by conducting supply market research.
- Regularly share the analysis to Estimating/Project teams for lesson learned purpose.
- Prepares monthly procurement performance status reports, KPI’s, dashboard respecting deadlines established by Management.

**Ethics**
- Ensure best Ethics practices within all purchasing activities.
- Refrain from exposing oneself to any sort of bribery or any activity that might lead to an unfair evaluation of the best purchasing solutions for Comin.

**Others**
- Occasional trips to project sites, suppliers premises, company local and regional branch offices.

**Education Knowledge and Experience**
- Bachelor Degree in Finance & Accounting.
- 3+ years of Financial Analysis experience required (research experience a plus).
• Familiarity with ERP/analytical tools.
• Familiarity with purchasing and SCM preferred.
• Comfortable with a broad range of research tools and technologies, analytics and basic financial analyses.
• Strong data analysis skills.
• Strong communication skills (written and verbal).
• Service-oriented attitude.
• Passion for finding information on innovative industry trends.
• Strong interpersonal skills.
• Be able to work under pressure.

Interested candidates are invited to submit CV & cover letter in English to ck.hr@comin.com.kh no later than July 30, 2016. You may also contact us on Tel: 017 555 631. Your application should include details of your current salary.