



## Join Our Team

### PROCUREMENT & SOURCING ASSISTANT

Location: Shah Alam (HQ)

#### COMPANY OVERVIEW

APP Timber was founded in 1998 and is the largest European-owned Asian-based supplier of legally sourced imported timber products. We focus on delivering added value in providing material and service solutions to wood-related industries.

Our headquarter is located in Shah Alam, Malaysia; we run sales operations in five major markets: China, Indonesia, Malaysia/Singapore, Thailand, and Vietnam, with warehouses in Shah Alam, Semarang/Indonesia, Bangkok/Thailand. We also service other emerging markets such as Bangladesh, India, Mauritius, Maldives, Sri Lanka and others. Besides, we export Asian-made products to Europe and the USA.

Our **VISION** is "To be the trusted partner and customers' ultimate choice for legally sourced timber solutions."

Our **MISSION** is "Delivering innovative wood-based solutions and outstanding service to our customers worldwide."

#### JOB DESCRIPTION

The "Procurement & Sourcing Assistant" will be responsible for the sourcing and procurement of wooden materials; he/she is reporting to the Operations Manager.

#### JOB RESPONSIBILITIES

- Proactive sourcing & procurement of overseas timber and related products from our existing suppliers
- Pro-active sourcing for new supply possibilities from existing or new sources
- Prepare detailed offers for distribution and follow up with our sales teams in various countries
- Regular, proactive communication with suppliers, sales colleagues and shipping department
- Establish and maintain grading descriptions per supplier and product
- Ad-hoc duties as assigned as and when deemed necessary

#### REQUIREMENTS

- Wood knowledge and purchasing experience in the timber industry are an advantage
- Good negotiation skills
- Fluent in written and spoken English is a must; good command of Mandarin and Chinese dialects is preferred
- Ability to work under pressure with tight deadlines
- Flexible in communicating over various time zones via phone and email
- Proactive, result-oriented and team player
- Computer literate and able to work independently

#### WHAT DO WE OFFER?

- Competitive salary
- Team performance-related bonuses
- Attractive working environment, we believe in teamwork
- Five days working week

**WHY JOIN US?**

APP Timber currently employs about 60 staff in five countries. We believe in focusing on personal engagement and training (in-house & external) and your further development initiative. All colleagues work closely and harmoniously as a team and are proud of being part of the APP Timber family, made up of people from different cultures, countries, races, and religions, comprising staff from Malaysia, Indonesia, Thailand, and Vietnam, China, Germany, and the Netherlands. All together, we make APP Timber "*a great place to work*".

Visit [www.apptimber.com](http://www.apptimber.com) to learn more about our company, people, and the work we do. Interested candidates are advised to email their full resume together with a recent photo to the [hr@apptimber.com](mailto:hr@apptimber.com).

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