



## *Procurement and Logistics Specialist | Indonesia*

Are you looking for a meaningful career that makes a difference in the world?

Then consider joining LYS Energy (LYS) team where you will do just that. We want to attract the industries' best and brightest talents to help us achieve our vision to be a vector of the energy transition by re-inventing the energy industry towards a customer-centric prosumer era, in a sustainable way for the benefits of the entire ecosystem and in all verticals we service.

We are currently seeking a dynamic **Procurement and Logistics Specialist** based in **INDONESIA** with a strong track record to help sustain the growth of the Company, playing an active role in the development, construction, and execution of our roof top solar PV projects.

You will get the support of other members of LYS Energy to complete the deliverables and engage as a team with the various stakeholders. You will be part of PT Alfa Service Solusi, LYS Energy's subsidiary in Indonesia.

### **Role & Responsibilities**

#### ***Primary Job Duties***

- Identify relevant suppliers of goods and services
- Negotiate terms with suppliers such as price, quality of goods, deadlines, expectations, etc.
- Manage Purchase Orders and invoices related to projects.
  - Sourcing quotation
  - Issuance of Purchase Orders and Purchase Requisitions
  - Invoice Validation
- Tracking of large and multi-projects orders
- Import and export documentation (AWB, BL, permits, etc.)
- Provide expertise and guidance to project managers on logistics or customs aspects
- Work closely with the projects team to understand details of procurement requirements

#### ***Secondary Job Duties***

- Attend meetings with the legal department to ensure any contractual obligations are favourable to the company



- Help the project managers with regards to project costing/budgeting
- Forecast procurements needs and timeline
- Liaise with forwarders and custom departments
- Check and audit subcons and vendors.

#### **Job Requirements/ Qualifications**

- Diploma / Bachelor / Degree in Business Administration, Procurement or Supply Chain or equivalent;
- Minimum of 3 years of experience in Procurement, Project Controls, Supply chain management, Contracts and Office Administration
- Knowledge of the Renewable Energy and Solar industry operations and materials will be an added advantage
- Microsoft Office Suite
- Excellent negotiating skills
- Excellent administration and coordination skills

#### **Ideal Personal Characteristics**

- Excellent team player, self-driven and results oriented;
- Positive attitude, proactive and hardworking
- Goal-oriented with an independent working style, committed and initiative and resourceful
- Ability to multi-task, work under pressure and manage tight deadlines
- Good verbal and interpersonal communication skills (both written and verbal);
- Ability to converse in basic English

#### **About LYS Energy Solutions:**

**LYS ENERGY** ([www.lysenergy.com](http://www.lysenergy.com)) is a Singapore-based Solar Independent Power Producer that builds, owns, and operates solar photovoltaic systems in the Asia Pacific region. It offers the full range of solar services to install solar energy systems for commercial, industrial, and public sites.

LYS ENERGY is a wholly owned by **LEADER ENERGY** Group with Headquarter in Penang, Malaysia. LEADER ENERGY owns and operates a diverse portfolio of power generation and transmission assets in Cambodia, Vietnam, Malaysia, Singapore, and Taiwan.

LYS Energy provides Asia's trusted Renewable Energy platform offering hassle-free end-to-end clean energy solutions for businesses: from zero-capex solar energy (PPA), Renewable Energy Certificates (RECs), turnkey Engineering Procurement Construction (EPC) and Operations & Maintenance (O&M) services, to carbon emissions and energy management consulting.

Since its incorporation, LYS has deployed over 50MWp of high-performance solar PV systems, with a pipeline of over 500MWp in Singapore and across the region in Vietnam, Indonesia, Malaysia, Thailand.

For more information about our Group, please visit our website at [www.leaderenergy.com](http://www.leaderenergy.com)

#### **How to apply:**

Send resume + cover letter to [hr.lysenergy@lysenergy.com](mailto:hr.lysenergy@lysenergy.com)