

Level of Impact

High Impact

Job Expectations within the next 3 years

Critical Work Functions	Today	Within 3 Years
Implement procurement plan	<ul style="list-style-type: none"> Consolidate product specifications and customer needs Initiate working-level relationships with organisational networks and external vendors to support procurement activities 	<ul style="list-style-type: none"> Leverage data analytics and reports produced by digital platforms and channels to support procurement activities, such as consolidating product specifications and customer needs Support collaboration with organisational networks and external vendors, creating positive buyer-supplier relationships to optimise the procurement process, improve efficiency and reduce cost in the long run
Manage seller selection processes	<ul style="list-style-type: none"> Support data collection and drafting of proposal requirements following procurement requirements for a consolidated list of potential sellers 	<ul style="list-style-type: none"> [AUGMENTED] Leverage digital platforms and channels to increase efficiencies in drafting proposal requirements and/or procurement specifications to potential sellers Share proposal requirements and/or procurement specifications with prospective sellers Analyse historical performance levels of sellers and assess their suitability
Manage procurement activities	<ul style="list-style-type: none"> Track the status of purchase orders and reorders and administer receipt of products as per procurement requirements and quality assurance processes Audit trade documentation and contract terms and process payments to sellers by working closely with the sales and finance department 	<ul style="list-style-type: none"> [AUGMENTED] Use inventory management applications to track purchase orders and reorder status in real-time, and administer the receipt of products Leverage data analytics and digital dashboards to identify trends in product performance and assess product quality [AUGMENTED] Use Supplier Management Software to audit trade documentation, trade transaction contract terms and payment processes to reduce procurement risks in collaboration with the sales and finance departments [AUGMENTED] Use chatbots to provide operational support on orders

Job Expectations within the next 3 years

Critical Work Functions	Today	Within 3 Years
Support application initiatives	<ul style="list-style-type: none"> Operate new technologies, electronic tools and devices to improve operations in own work areas Support the review of work processes and procedures to improve work performance 	<ul style="list-style-type: none"> Operate new technologies, electronic tools and devices to improve operations in own work areas Support the review of work processes and procedures using data analytics to provide data-driven insights on work performance

Job Adjacency

WITHIN WHOLESALE TRADE			OUTSIDE WHOLESALE TRADE		
Capacity Management Coordinator	Logistics Coordinator	Sourcing Coordinator	Category Coordinator	Commodities Operations Coordinator	Merchandising Coordinator

SKILL DIFFERENTIATORS
Roles Specific

SKILL	DESCRIPTIONS
Automated Inventory Management	Manage inventory using software applications to allow wholesalers and distributors to add, edit, delete and transfer inventory in real-time.
E-Procurement Management	Support the automation of procurement processes that can streamline transactions and combine real-time and historical data to predict future business needs.
Predictive Buying / Purchasing	Analyse historical data to determine purchasing patterns to make informed purchasing decisions and support demand forecasting to manage procurement activities efficiently.
Product Authentication	Explore technologies which can be used for product authentication and product tracking to prevent product counterfeiting and fraud.
Sourcing Portfolio Analysis	Analyse past supply trends and other information sources to support the segmentation of the sourcing portfolio.
Sustainable Sourcing and Procurement	Analyse the supply chain and supplier base to identify potential opportunities for sustainable sourcing and procurement.

**IN THE NEXT
3-5 YEARS...**

As technology automates routine procurement activities, the role will support the implementation of technologies like BI applications, data analytics and digital platforms and marketplaces to enable efficient procurement operations. The role will be expected to be adept in using these technologies. As more tasks within the role become substituted, the role could become redundant, be outsourced to a cheaper location or be merged with another role within the organisation.

[BACK TO LIST OF JOBS](#)