

## 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"> <li>Execute procurement activities based on established product specifications and customers' needs</li> <li>Manage working-level relationships with organisational networks and external vendors for optimal procurement transactions</li> <li>Monitor compliance with procurement targets and KPIs</li> </ul>	<ul style="list-style-type: none"> <li>Execute procurement strategies and KPIs that support and enable the organisation's business objectives</li> <li><b>[NEW]</b> Support the <b>procurement automation strategy</b> and <b>roadmap</b> to automate routine and manual processes</li> <li><b>[AUGMENTED]</b> Leverage <b>data analytics</b> to monitor compliance and procurement targets that include strategic sourcing, effective material costing and seller competitiveness</li> <li>Use <b>SRM systems</b> to collaborate 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</li> </ul>
Manage seller selection processes	<ul style="list-style-type: none"> <li>Adopt seller selection processes and proposal development criteria to ensure fair competition</li> <li>Analyse draft proposals and/or procurement specifications from a list of consolidated preferred sellers</li> <li>Support negotiation efforts with information on agreed contract terms and conditions with preferred sellers</li> </ul>	<ul style="list-style-type: none"> <li><b>[AUGMENTED]</b> Leverage <b>e-procurement systems</b> and <b>digital platforms</b> and <b>channels</b> to implement the seller selection process by tracking and evaluating sellers' capabilities and managing seller risks</li> <li>Use <b>AI</b> technologies like <b>ML</b> and <b>NLP</b> in <b>e-procurement systems</b> to screen and match sellers and analyse the draft proposal and/or procurement specifications, ensuring a seamless end-to-end procurement workflow</li> <li><b>[NEW]</b> Use <b>digital dashboards</b> to analyse sellers' behaviours and capabilities and performance levels to recommend seller changes</li> <li>Support negotiation efforts by providing necessary data to the relevant stakeholders</li> </ul>
Manage procurement activities	<ul style="list-style-type: none"> <li>Determine product inventory levels</li> <li>Test product quality to ensure suitability for purpose following procurement requirements and quality assurance standards</li> <li>Conduct checks on trade documentation and contract terms to reduce procurement risks in collaboration with the sales and finance departments</li> </ul>	<ul style="list-style-type: none"> <li><b>[AUGMENTED]</b> Leverage <b>data analytics</b> to determine product inventory levels and identify demand and spending patterns</li> <li>Use <b>quality assessment matrix</b> and <b>advanced analytics</b> to test product quality and suitability to prevent product recalls, warranty claims and lawsuits</li> <li>Leverage the <b>supplier management software</b> to conduct checks on trade documentation and contract terms to reduce procurement risks in collaboration with the sales and finance departments</li> <li><b>[NEW]</b> Use <b>chatbots</b> to provide operational support on orders. Answer complex questions raised by sellers that cannot be addressed by chatbots</li> </ul>

## Job Expectations within the next 3 years

Critical Work Functions	Today	Within 3 Years
Support application initiatives	<ul style="list-style-type: none"> <li>Assist in the review of work processes and procedures to plan for continuous work improvement activities</li> <li>Contribute to technology implementation projects to facilitate the use of technologies, electronic tools and devices</li> </ul>	<ul style="list-style-type: none"> <li>Assist in the review of work processes and procedures using <b>data analytics</b> to provide data-driven insights for the planning of continuous work improvement activities</li> <li>Contribute to technology implementation projects to advocate the use of technologies, electronic tools and devices in improving work processes</li> </ul>

## Job Adjacency

WITHIN WHOLESALE TRADE			OUTSIDE WHOLESALE TRADE		
Distribution Executive	Strategic Sourcing Executive	Supply Chain Executive	Business Development Executive	Project Executive	Vendor Delivery Executive

## 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 and leverage data analytics to enable efficient procurement operations. The role is expected to leverage data analytics to assess product quality and resolve potential quality failures before they occur. The role will continue to identify data trends to forecast future procurement needs and better assess supplier risks. AI-powered chatbots will reduce the response time during purchasing decisions and free up time to gather insights, lowering procurement costs and risks.

[BACK TO LIST OF JOBS](#)