

Business Development and Procurement Officer

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Company: Gate.io

Location: Apac

Category: other-general

Responsibilities

1. Sourcing, researching and evaluating prospective suppliers.
2. Reviewing, comparing, analyzing, and approving products and services to be purchased.
3. Support engagement sessions with different internal departments and external vendors for procurement.
4. Keeping track of the performance and usage of the products or services purchased, and providing suggestions on how to optimize costs and improve efficiency.
5. Managing and maintaining relationships with suppliers, and identifying opportunities to partner with premium suppliers to create synergies.
6. Maintaining and updating supplier/partner information such as qualifications and product ranges, etc.
7. Locating or proposing potential business partnering opportunities by contacting potential partners.
8. Closing procurement and other business deals by coordinating requirements; developing and negotiating contracts; and integrating contract requirements with different business operations.
9. Exploring opportunities to add value to job accomplishments.

Qualifications Required

- Higher education in business administration or a related field.
- 3+ years experience as a procurement or business development role, ideally in the Web 3 industry.
- Excellent oral and written communication skills in English and Mandarin.
- Energetic, proactive, creative and have attention to details with outstanding negotiation and networking skills.
- Good analytical and strategic thinking skills.
- Able to work independently and collaborately.

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