

# PURCHASING SYSTEMS AND ADMINISTRATION



## OVERVIEW

Purchasing is recognised as one of the most important functions in a business. Purchasing function supports companies in managing costs by finding the optimum mix of suppliers to provide goods and services at the best prices and quality in line with its priorities and requirements. Besides lowering costs and improved quality, purchasing also help secure supply, reduce risks, gain added value and introduce efficiency and innovations. The programme is suitable for people who are employed as buyers and executives who wish to get ahead in their jobs, as well as those who want to enter purchasing management as a career.

## OBJECTIVES

- Establish purchasing objectives
- Become aware of the roles and functions of a purchasing manager/buyer
- Understand purchasing management including procurement and sourcing functions
- Become a more efficient and productive buyer through applying the techniques of purchasing management

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