

About the Company

VSAP LAB is a fully-funded Vietnamese startup specializing in Advanced Packaging solutions for semiconductor chips. We focus on research and innovation to provide design, manufacturing, prototyping, and testing services. Our mission is to deliver the best form factors, performance, and fastest time to market for our customers' chips. We aim to enable a complete semiconductor ecosystem in Vietnam. Through pioneering technology, we accelerate the growth of the local semiconductor industry.

If you are a talented person with a growth mindset, start-up spirit, keen on learning new things everyday and wants to be part of a journey that have a big impact for generations to come, this might be a perfect role for you.

Position Overview

The **Procurement & Logistics Supervisor** oversees procurement activities (40% focus) and leads end-to-end logistics operations (60% focus), ensuring efficient sourcing, vendor management, on-time shipments, customs compliance, and cost optimization. This role drives process improvements, cross-functional collaboration, and compliance with company standards and regulations to support production, sales, and overall supply chain efficiency..

Key Responsibilities

Procurement Requirement (40%)

- Search, evaluate and propose vendors of required goods and services
- Set up vendors in master data and purchasing systems
- Issue RFQ (Request for Quotation), review & evaluate vendor quotations
- Prepare and execute negotiations with vendors on terms & conditions in compliance with company purchasing standards
- Manage contracts, issue Purchase Orders to vendors based on agreed terms & conditions
- Ensure that requested goods and services are delivered on time, at the right quality, quantity and best price, payment and delivery terms
- Review and follow-up on outstanding purchase orders regularly
- Realize cost saving targets in alignment with targets
- Evaluate existing & potential vendors; manage complaints and corrective actions with vendors

Logistics Requirement (60%)

- ***Develop SOPs for import/export gate control and shipment handling***
 - Create and maintain SOPs for controlling the movement of goods through factory gates, including procedures for import receiving, export dispatch.
 - Ensure SOPs comply with customs regulations and internal audit requirements, supporting smooth and traceable logistics operations.
- ***Manage end-to-end import and export shipments to ensure on-time delivery to customers and factory***

- Monitor full shipment processes from booking to final delivery, covering both inbound (raw materials, MRO) and outbound (finished goods, return cargo, scrap).
- Ensure shipping activities strictly follow delivery schedules required by production and sales order plans.
- Coordinate with customs brokers and third parties to ensure smooth clearance, including inspections and document submission.
- Handle issues related to delays, damaged containers, or document mismatches to avoid impact on production or delivery.
- ***Collaborate with Planning, Warehouse and Production teams to align shipping schedules with production and customer requirements***
 - Discuss with Planning, Warehouse and Production to finalize export packing dates and import delivery timelines that align with production needs and customer deadlines.
 - Adjust shipping plans based on changes in production schedules to ensure smooth material flow and on-time delivery.
- ***Handle shipping documents and origin certificates (Bill of Lading, Invoice, Packing List, COs for EU/ASEAN/VN, etc.)***
 - Cross-check data accuracy between system booking and supplier docs.
 - Apply and follow up for preferential COs (e.g. Form CPTPP, Form D, AK), ensuring alignment with FTA rules to minimize duties.
- ***Propose logistics solutions to ensure timely shipments while minimizing logistics costs***
 - Analyze historical shipment data to propose optimized shipment frequency or lot sizes.
 - Flag early potential risks (e.g., port congestion, peak-season delays or customs procedures) and suggest backup plans.
- ***Perform customs declarations and ensure smooth clearance for both import and export cargo***
 - Prepare document and needed information for broker to declare in ECUS/VNACCS for all import/export shipments, including commercial and non-commercial.
 - Coordinate with customs officers for physical inspections, classification, and release approvals.
- ***Stay up to date with customs regulations and advise manager on compliance requirements***
 - Track changes in local circulars (e.g., TT 39, TT 38), FTA rules of origin.
 - Proactively identify and mitigate compliance risks related to materials, scrap, machinery.

Requirements

- Bachelor's degree in Supply Chain Management, Logistics, Business Administration, International Trade, or related field

- 3-5 years of relevant experience in procurement, logistics, or supply chain roles, including hands-on involvement in import/export operations.
- Procurement Expertise: Supplier development, sourcing, bidding, contract management, PR-PO conversion, and order tracking.
- Logistics Proficiency: Logistics coordination, customs compliance & documentation (e.g., ECUS software), process improvement, and cost optimization
- Strong problem-solving and cross-functional collaboration skills.
- Excellent communication and interpersonal abilities; organized, detail-oriented, and service-minded.
- Fluent English (written and spoken).

Contact

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