



PR/095373 | Purchasing Executive

Job Information

Recruiter
[JAC Recruitment Singapore](#)
Job ID

1543387

Industry

Retail

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

June 3rd, 2025 10:29

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company Overview

Our client is a leading provider of high-quality baby and childcare products, including feeding bottles, pacifiers, and skincare items. Committed to safety and innovation, the company emphasizes research and development to meet the needs of modern parents. As they continue to drive growth and expansion, they are now seeking a Purchasing Executive to join their team and contribute to their ongoing success.

Key Responsibilities

- Source and evaluate suppliers to ensure high-quality materials and cost-effective procurement.
- Negotiate contracts, terms, and pricing agreements with suppliers and vendors.
- Monitor purchasing orders from initiation to delivery, ensuring timely and accurate order fulfilment.
- Maintain inventory levels in accordance with company objectives to ensure optimal use of resources.
- Collaborate with internal departments such as production and logistics to forecast demand and manage supply chain efficiencies.
- Analyse market trends and conduct cost-benefit analyses to support purchasing decisions.
- Address and resolve any issues related to delivery or quality of goods with vendors.

Key Requirements

- Diploma or Bachelor's degree in Business Administration, Supply Chain Management, or related field.
- Proven experience in purchasing or supply chain roles, preferably within the consumer goods industry.
- Strong negotiation, communication, and interpersonal skills.
- Ability to analyse data and market trends to inform purchasing strategies.
- Familiarity with ERP systems and purchasing software will be an advantage.
- Detail-oriented with strong organizational and multitasking abilities.

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

Aloysius Loh
JAC Recruitment Pte Ltd
EA Personnel: R24121320
EA Personnel Name: LOH CHUAN LIANG ALOYSIUS

#LI-JACSG
#countrysingapore

Company Description