



JAC Recruitment

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Singapore



PR/095374 | Purchasing Officer

Job Information

Recruiter[JAC Recruitment Singapore](#)**Job ID**

1543388

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

June 17th, 2025 14:01

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 global provider of electronic manufacturing services, specializing in the design, assembly, and testing of electronic products. They offer end-to-end solutions for various industries, including consumer electronics, industrial, and healthcare, with a focus on quality, innovation, and efficient supply chain management. As they continue to drive growth and expansion, they are now seeking a Purchasing Officer to join their team and contribute to their ongoing success.

Key Responsibilities

- Manage purchase requisitions, quotes, and purchase orders efficiently, ensuring accuracy and timeliness.
- Review requisitions, verify demand against lead times, MOQ, and purchase prices.
- Collaborate with planning to expedite materials and meet manufacturing schedules.
- Monitor and follow up on raw material delivery schedules for timely arrivals.
- Source spot buy/one-time purchases and propose options with price variance analysis.
- Coordinate RTV and replacements with suppliers and QA for quality issues.
- Handle rescheduling, cancellations, and negotiate excess PO cancellations with suppliers.
- Update delivery schedules in SAP and arrange logistics for shipments both locally and across entities.

Key Requirements

- Diploma or Degree in Supply Chain Management, Business Administration, or related field.
- 2-3 years of procurement or supply chain experience, with ERP proficiency.
- Strong understanding of purchasing, inventory, and supplier negotiations.
- Good communication, organization, and multi-tasking skills.
- Ability to work collaboratively across departments such as sales, planning, and finance.
- Capable of managing deadlines in a fast-paced environment.
- Immediate or short-notice availability is preferable.
- Experience working with SAP or similar ERP systems is a plus.

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
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EA Personnel Name: LOH CHUAN LIANG ALOYSIUS

#LI-JACSG
#countrysingapore

Company Description