



PR/095913 | Procurement Executive

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1557685

Industry

Electric Power, Gas, Water

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

September 23rd, 2025 04:00

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

????Procurement Executive | Precision Manufacturing Sector

Are you detail-oriented, organized, and passionate about supply chain operations? A leading multinational in the precision engineering and semiconductor support industry is seeking a Procurement Executive to join their dynamic team in Singapore.

???? Responsibilities

- Manage goods receiving (GR) and inventory control processes.
- Coordinate with subcontractors and freight forwarders to ensure timely deliveries.
- Generate and verify purchase orders, invoices, and shipping documents.
- Support internal audits and maintain accurate documentation.
- Collaborate with internal teams to ensure smooth order fulfillment.

What We're Looking For

- Diploma or higher in Logistics, Supply Chain, or related field.
- At least 3 years of experience in procurement, logistics, or inventory roles.
- Proficiency in SAP and Microsoft Excel.
- Strong communication skills and ability to thrive in a fast-paced environment.

JAC Recruitment Pte. Ltd.

EA Licence Number: 90C3026

Personnel Registration Number: R22105188 Jasmine Lee

#LI-JACSG

#countrysingapore

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Company Description