



PR/095913 | Procurement Executive

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1558116

Industry

Electric Power, Gas, Water

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

October 14th, 2025 11:02

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

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.sg/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.sg/terms-of-use>

Company Description