



JAC Recruitment

シンガポールの求人なら
JAC Recruitment Singapore

CR/096081 | Procurement Assistant

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1563186

Industry

Pharmaceutical

Job Type

Contract

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

November 11th, 2025 05:00

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

Our client is a leading biopharmaceutical research center based in Singapore. Established in 2012, focuses on developing next-generation antibody and mid-size molecule drugs using proprietary technologies.

JOB RESPONSIBILITIES

- Convert Purchase Requests (PR) into Purchase Orders (PO) in SAP.
- Create new material/item master records in SAP.
- Update new equipment warranty details, preventive maintenance schedules, and repair activities in the internal software.
- Follow up on Estimated Time of Arrival (ETA) with vendors and update revised ETAs in SAP.

- Verify daily delivery documents for goods and services against SAP records.
- Match and verify invoices with SAP entries and route them through the Therefore system.
- Communicate with vendors to request missing invoices during deliveries and follow up to complete PR-to-PO processing.
- Liaise with vendors to request credit notes or revised invoices for discrepancies, and follow up with necessary SAP updates.
- Provide backup support for the other assistant during planned leave or medical leave.

JOB REQUIREMENTS

- Minimum GCE 'O' Level or equivalent; diploma in Business Administration, Supply Chain, or related field is an advantage.
- At least 1–2 years of relevant experience in procurement or administrative support, preferably in a regulated industry.
- Proficient in SAP and Microsoft Office applications (Excel, Outlook, Word).

Working Location: Singapore

Wong Yi Lei (R23113652)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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Company Description