



CR/096694 | Supply Chain Planner / Procurement specialist

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1580364

Industry

Logistics, Storage

Job Type

Contract

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

May 12th, 2026 04:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

A well-established global enterprise offering a diverse portfolio of technology products and business solutions designed to support growth, collaboration, and digital transformation.

JOB RESPONSIBILITIES

Procurement & Contract Support (Construction / CAPEX)

- Provide day-to-day support to procurement/category teams managing construction services and equipment sourcing.
- Assist in contract lifecycle activities: documentation, tracking key milestones, version control, and structured filing.
- Coordinate inputs from stakeholders and vendors, consolidate requirements, and prepare materials for review/approval.
- Maintain Excel trackers and dashboards with accurate, timely procurement and contract data.

- Act as a coordination point for multiple APAC projects, helping the team work efficiently across time zones.

Executive Reporting & PowerPoint

- Create and maintain high-quality presentations for senior leadership, ensuring clear storylines and strong visual standards.
- Convert raw data into clean charts, tables, and simple visuals (progress, risks, decisions).
- Gather inputs from stakeholders, verify data, align messaging, and iterate quickly based on feedback.
- Prepare recurring updates on procurement activity, pipeline status, and issues requiring escalation.
- Support meeting preparation and follow-up: agendas, pre-reads, minutes, and action logs.

JOB REQUIREMENTS

- At least 3 years of relevant experience.
- At least 5 years of procurement/contract management experience.
- Advanced PowerPoint skills for management reporting.
- At least 3 years of CAPEX project exposure (construction/engineering).
- Experience in procurement or supply chain within construction or built-environment projects.
- Strong Excel and Microsoft Office skills- to turn data into presentation-ready insights.
- Comfortable working primarily on-site in Singapore and supporting a fast-paced APAC portfolio.
- Prior experience creating leadership-ready decks, business reviews, or executive briefing materials.

Interested candidates who wish to apply for the above positions, please click "Apply now".

We regret that only shortlisted candidates will be notified.

Working Location: Singapore

Bhadoria Shilpalekha Vikas (R1876178)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

#countrysingapore

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Company Description