



PR/096772 | Procurement Executive

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1582411

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

March 31st, 2026 07:00

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

Our client is a global leader in the engineering and manufacturing sector, renowned for delivering innovative and reliable solutions that shape the future of industries. They design, manufacture, and maintain cutting-edge products and systems, including power plants, transportation systems, and industrial machinery. As they continue to drive growth and expansion, they are now seeking **Procurement Executive** to join their team and contribute to their ongoing success.

Key Responsibilities

- **Vendor Contract Management:** Systematically manage the full lifecycle of vendor contracts, from creation and negotiation to monitoring, renewal, and termination. This includes meticulous follow-up with stakeholders and vendors for approval and fostering robust vendor relationships.
- **Purchasing Order Processing:** Efficiently issue purchase orders for goods and services, engage in strategic negotiations with business partners to achieve optimal costs and lead times, and monitor stock inventory. You will also be responsible for ensuring timely acknowledgement of POs from vendors.
- **Price Analytics & Reporting:** Maintain and update our internal database with order details, utilize analytical data to evaluate and enhance organizational procurement performance, and prepare regular reports on departmental PO

issuance and outstanding order statuses.

- **Special Project Coordination:** Oversee and track all purchase orders related to special projects, ensuring timely delivery of goods and materials. You will identify and source alternatives as required, continuously update project requirements, and collaborate with vendors to meet project objectives.
- **Quality Control & Resolution:** Assist in annual ISO performance reviews for both vendors and the company. Work collaboratively with internal departments to effectively resolve any supply, quality, service, or invoicing issues that may arise with vendors.
- **Team Support & Compliance:** Provide support to team members during their absence, adhere to company environmental practices, and undertake any other assigned tasks to contribute to the department's success.

Key Requirements

- Bachelor's degree or equivalent in Business Administration, Supply Chain Management, or a related discipline.
- At least 2 years of relevant Procurement or Sales experience (for Diploma Holders).
- Proficiency in SAP system is a significant advantage.
- Strong proficiency in Microsoft Office Suite, especially MS Excel and PowerPoint.
- Excellent communication skills and an active listener.
- A collaborative team player with an energetic and proactive mindset.
- Ability to travel overseas as and when required.

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
EA Personnel: R24121320
EA Personnel Name: LOH CHUAN LIANG ALOYSIUS

#LI-JACSG
#countryssingapore

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Company Description