



PR/097761 | Procurement Manager

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1618583

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

October 20th, 2026 10:29

General Requirements

Minimum Experience Level

Over 10 years

Career Level

Mid Career

Minimum English Level

Fluent Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Key Responsibilities:

1. Internal Customer Management

- Assist business stakeholders in developing the specifications for a desired product or service to meet the needs of the end users
- Assist in understanding business needs, coordinating and gathering specifications for a desired product or service
- Respond timely to customers' feedback and complaints with tailored solutions and corrective actions

2. Supplier Management

- Achieve continuous improvement in the existing supply base as well as developing new supplier capabilities
- Gain an in-depth understanding of each supplier including operational risks associated with a supplier, to

minimize the supply disruption risk

3. Performance Management

- Responsible for capture of savings realised and reporting into benefits capture system
- Developing supplier KPIs to support the overarching Procurement function's strategy, goals and targets
- Monitor suppliers' performance in line with KPIs, contractual obligation and service level agreements

4. Sourcing Management

- Prepare the RFQ documents based on internal customer requirements using available templates, receipt of supplier proposals, opening submissions and closing of RFQ boxes
- Evaluate the RFQ responses against a set of pre-defined criteria, including management of cross-functional stakeholder groups
- Select the most appropriate RFQ response and prepare the business case for sign off
- Engage new suppliers to understand market offerings and to identify potential new suppliers for Molycop

5. Contract Management

- Ensure Molycop complies with contract SLAs & KPIs obligations
- Ensure supplier complies with purchase contract

6. Commercial Management

- Ensure Molycop complies with commercial solutions when executing the Letters of Credit process meeting internal and provider (Bank) policies, procedures, and processes

7. Procurement Activities

- Responsible for negotiations and supplier interactions of orders for goods or services through the strategies and procurement methods to meet business needs. Responsible for managing continuity of supply through negotiation and dispute resolution
- Responsible for obtaining quotes and providing ad hoc sourcing support as required
- Responsible for verifications of services claimed including reconciliation of receipts as required to Molycop orders
- Responsible for the reconciliation of invoices against purchase orders and any variances to facilitate payment and compliance agreed to terms and conditions

Key Requirements:

- Procurement/Supply Chain Qualifications
 - Minimum of 5-10 years experience in Procurement and/or Purchasing / Supply Chain role, preferably with experience in the steel industry
 - High level of computer proficiency with MS Office suite
 - Team player with extensive experience in working in a commercial team environment
 - Ability to communicate business requirements effectively when in stressful situations
 - Outstanding attention to detail
 - Ability to speak English and Mandarin fluently

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