

PR/097804 | Supply Chain Executive

Job Information

Recruiter
JAC Recruitment Singapore

Job ID
1619220

Industry
Restaurant, Food Service

Job Type
Permanent Full-time

Location
Singapore

Salary
Negotiable, based on experience

Refreshed
October 27th, 2026 10:16

General Requirements

Minimum Experience Level
Over 1 year

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

COMPANY OVERVIEW

Our client is an established importer and distributor specializing in premium food products, serving customers across the foodservice, hospitality, and retail sectors. With a strong commitment to quality and supply reliability, the company partners with international suppliers to deliver high-quality products to businesses throughout Singapore and the region.

Supported by a collaborative and fast-paced working environment, the organization continues to expand its operations and is seeking motivated individuals to join its supply chain team and contribute to its ongoing growth and operational excellence.

JOB RESPONSIBILITIES

We are seeking a detail-oriented Supply Chain Executive to support purchasing, inventory management, and supply chain operations. The successful candidate will be responsible for managing purchase orders, coordinating with suppliers, monitoring inventory levels, and ensuring the timely availability of stock to support business operations.

This role requires strong coordination, administrative, and analytical skills, with the ability to work closely with internal stakeholders and external suppliers to maintain smooth supply chain processes. Candidates with experience in purchasing, procurement, inventory management, or supply chain operations, and who are proficient in Excel and ERP systems, will be highly regarded. This is an excellent opportunity for individuals looking to further develop their career in supply chain and operations within a fast-paced environment.

- Manage daily purchasing activities, including the preparation and processing of purchase orders (POs).
- Liaise with suppliers on quotations, pricing, product availability, delivery schedules, and order status updates.
- Monitor and follow up on outstanding purchases to ensure timely delivery of goods.
- Maintain accurate purchasing records, documentation, and supplier information.
- Monitor inventory levels and stock movements to ensure adequate stock availability.
- Track incoming shipments and coordinate delivery schedules with suppliers and internal stakeholders.
- Investigate and resolve inventory discrepancies, stock shortages, and supply-related issues.
- Support demand planning and procurement activities based on inventory requirements and supplier lead times.
- Coordinate with internal departments to ensure smooth supply chain operations and fulfilment of business needs.
- Prepare purchasing, inventory, and supply chain reports using Excel and ERP systems.
- Perform data entry and maintain accurate records in procurement and inventory management systems.
- Support process improvement initiatives and contribute to overall supply chain efficiency.

JOB REQUIREMENTS

- Diploma or equivalent qualification in Supply Chain Management, Procurement, Business Administration, or a related field.
- 1–3 years of experience in purchasing, procurement, inventory management, or supply chain operations.
- Good understanding of procurement and inventory management processes.
- Proficient in Microsoft Office applications, particularly Excel.
- Experience using ERP, purchasing, or inventory management systems is an advantage.
- Strong communication, coordination, and stakeholder management skills.
- Detail-oriented with strong organizational and administrative abilities.
- Able to manage multiple priorities and meet deadlines in a fast-paced environment.

Working Location: Singapore

Ng Siew Thien (R22107842)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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