



PR/095128 | Procurement Executive

募集職種

人材紹介会社

ジェイ エイ シー リクルートメント シンガポール

求人ID

1540482

業種

その他（メーカー）

雇用形態

正社員

勤務地

シンガポール

給与

経験考慮の上、応相談

更新日

2025年05月20日 12:18

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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

- Manage purchasing orders, including issuance, negotiation with business partners on cost and lead time, stock inventory management, and follow-up on PO acknowledgments.
- Create, negotiate, and manage vendor contracts, including contract approval, monitoring, renewal, and termination.
- Update internal databases with order details, analyze procurement performance, and prepare weekly and monthly records of PO issuance.
- Monitor and track purchase orders, ensure timely delivery of goods and materials, source alternative suppliers if needed, and work with vendors to achieve desired objectives.
- Assist in ISO annual performance reviews, resolve supply, quality, and service issues with vendors, and perform other

tasks as assigned.

Key Requirements

- Degree or equivalent in Business Administration/Supply Chain.
- At least 2 years of procurement/sales experience (or relevant experience for diploma holders).
- Proficient in SAP system will be advantageous.
- Good proficiency in Microsoft Office.
- Good communication and listening skills.
- Resourceful, proactive, and able to travel overseas occasionally.

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
#countrysingapore

会社説明