



PR/095374 | Purchasing Officer

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

1543388

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06月17日 14:01

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 provider of electronic manufacturing services, specializing in the design, assembly, and testing of electronic products. They offer end-to-end solutions for various industries, including consumer electronics, industrial, and healthcare, with a focus on quality, innovation, and efficient supply chain management. As they continue to drive growth and expansion, they are now seeking a Purchasing Officer to join their team and contribute to their ongoing success.

Key Responsibilities

- Manage purchase requisitions, quotes, and purchase orders efficiently, ensuring accuracy and timeliness.
- Review requisitions, verify demand against lead times, MOQ, and purchase prices.
- Collaborate with planning to expedite materials and meet manufacturing schedules.
- Monitor and follow up on raw material delivery schedules for timely arrivals.
- Source spot buy/one-time purchases and propose options with price variance analysis.
- Coordinate RTV and replacements with suppliers and QA for quality issues.
- Handle rescheduling, cancellations, and negotiate excess PO cancellations with suppliers.
- Update delivery schedules in SAP and arrange logistics for shipments both locally and across entities.

Key Requirements

- Diploma or Degree in Supply Chain Management, Business Administration, or related field.
- 2-3 years of procurement or supply chain experience, with ERP proficiency.
- Strong understanding of purchasing, inventory, and supplier negotiations.
- Good communication, organization, and multi-tasking skills.
- Ability to work collaboratively across departments such as sales, planning, and finance.
- Capable of managing deadlines in a fast-paced environment.
- Immediate or short-notice availability is preferable.
- Experience working with SAP or similar ERP systems is a plus.

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