



PR/095913 | 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

1557685

業種

電力・ガス・水道

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09月09日 10:12

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

????Procurement Executive | Precision Manufacturing Sector

Are you detail-oriented, organized, and passionate about supply chain operations? A leading multinational in the precision engineering and semiconductor support industry is seeking a Procurement Executive to join their dynamic team in Singapore.

???? Responsibilities

- Manage goods receiving (GR) and inventory control processes.
- Coordinate with subcontractors and freight forwarders to ensure timely deliveries.
- Generate and verify purchase orders, invoices, and shipping documents.
- Support internal audits and maintain accurate documentation.
- Collaborate with internal teams to ensure smooth order fulfillment.

What We're Looking For

- Diploma or higher in Logistics, Supply Chain, or related field.
- At least 3 years of experience in procurement, logistics, or inventory roles.
- Proficiency in SAP and Microsoft Excel.
- Strong communication skills and ability to thrive in a fast-paced environment.

JAC Recruitment Pte. Ltd.

EA Licence Number: 90C3026

Personnel Registration Number: R22105188 Jasmine Lee

#LI-JACSG

#countrysingapore

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>

会社説明