



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

1558116

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30日 08:00

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

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会社説明