



CR/096081 | Procurement Assistant

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

1563186

業種

医薬品

雇用形態

契約

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11月11日 05:00

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

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 leading biopharmaceutical research center based in Singapore. Established in 2012, focuses on developing next-generation antibody and mid-size molecule drugs using proprietary technologies.

JOB RESPONSIBILITIES

- Convert Purchase Requests (PR) into Purchase Orders (PO) in SAP.
- Create new material/item master records in SAP.
- Update new equipment warranty details, preventive maintenance schedules, and repair activities in the internal software.
- Follow up on Estimated Time of Arrival (ETA) with vendors and update revised ETAs in SAP.

- Verify daily delivery documents for goods and services against SAP records.
- Match and verify invoices with SAP entries and route them through the Therefore system.
- Communicate with vendors to request missing invoices during deliveries and follow up to complete PR-to-PO processing.
- Liaise with vendors to request credit notes or revised invoices for discrepancies, and follow up with necessary SAP updates.
- Provide backup support for the other assistant during planned leave or medical leave.

JOB REQUIREMENTS

- Minimum GCE 'O' Level or equivalent; diploma in Business Administration, Supply Chain, or related field is an advantage.
- At least 1–2 years of relevant experience in procurement or administrative support, preferably in a regulated industry.
- Proficient in SAP and Microsoft Office applications (Excel, Outlook, Word).

Working Location: Singapore

Wong Yi Lei (R23113652)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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会社説明