

PR/097804 | Supply Chain 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
1619220

業種
レストラン・フードサービス

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
2026年10月27日 10:16

応募必要条件

職務経験
1年以上

キャリアレベル
中途経験者レベル

英語レベル
流暢レベル

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 an established importer and distributor specializing in premium food products, serving customers across the foodservice, hospitality, and retail sectors. With a strong commitment to quality and supply reliability, the company partners with international suppliers to deliver high-quality products to businesses throughout Singapore and the region.

Supported by a collaborative and fast-paced working environment, the organization continues to expand its operations and is seeking motivated individuals to join its supply chain team and contribute to its ongoing growth and operational excellence.

JOB RESPONSIBILITIES

We are seeking a detail-oriented Supply Chain Executive to support purchasing, inventory management, and supply chain operations. The successful candidate will be responsible for managing purchase orders, coordinating with suppliers, monitoring inventory levels, and ensuring the timely availability of stock to support business operations.

This role requires strong coordination, administrative, and analytical skills, with the ability to work closely with internal stakeholders and external suppliers to maintain smooth supply chain processes. Candidates with experience in purchasing, procurement, inventory management, or supply chain operations, and who are proficient in Excel and ERP systems, will be highly regarded. This is an excellent opportunity for individuals looking to further develop their career in supply chain and operations within a fast-paced environment.

- Manage daily purchasing activities, including the preparation and processing of purchase orders (POs).
- Liaise with suppliers on quotations, pricing, product availability, delivery schedules, and order status updates.
- Monitor and follow up on outstanding purchases to ensure timely delivery of goods.
- Maintain accurate purchasing records, documentation, and supplier information.
- Monitor inventory levels and stock movements to ensure adequate stock availability.
- Track incoming shipments and coordinate delivery schedules with suppliers and internal stakeholders.
- Investigate and resolve inventory discrepancies, stock shortages, and supply-related issues.
- Support demand planning and procurement activities based on inventory requirements and supplier lead times.
- Coordinate with internal departments to ensure smooth supply chain operations and fulfilment of business needs.
- Prepare purchasing, inventory, and supply chain reports using Excel and ERP systems.
- Perform data entry and maintain accurate records in procurement and inventory management systems.
- Support process improvement initiatives and contribute to overall supply chain efficiency.

JOB REQUIREMENTS

- Diploma or equivalent qualification in Supply Chain Management, Procurement, Business Administration, or a related field.
- 1–3 years of experience in purchasing, procurement, inventory management, or supply chain operations.
- Good understanding of procurement and inventory management processes.
- Proficient in Microsoft Office applications, particularly Excel.
- Experience using ERP, purchasing, or inventory management systems is an advantage.
- Strong communication, coordination, and stakeholder management skills.
- Detail-oriented with strong organizational and administrative abilities.
- Able to manage multiple priorities and meet deadlines in a fast-paced environment.

Working Location: Singapore

Ng Siew Thien (R22107842)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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会社説明