



PR/094586 | Procurement Executive

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1512661

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

January 8th, 2025 08:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company & Job Overview

This company provides a platform for public transport payments, allowing users to pay for fares easily. It connects various stakeholders in the transport ecosystem and manages a popular payment card used for transit and retail purchases.

Job Responsibilities

- Comply and uphold the integrity of the company's procurement policy and procedures.
- Performing as a role of Category Specialist, responsible for managing assigned Categories, including but not limited to the understanding of business and drivers for the respective Categories.
- Manages the Source-to-Pay (S2P) process i.e., Sourcing of vendors based on business requirements, initiating ITQ/ Tender, bid clarifications, negotiations, issue PO and facilitate vendor payment.
- Administers Purchase Orders and Contracts in accordance with Procurement policy and procedures.
- Performs analysis and evaluation of vendors' proposals.
- Negotiates with shortlisted vendors for best prices, delivery time, delivery term, payment term and other Contractual terms.
- Manages vendors, cost, quality and delivery performance.

- Proactively providing support and guidance to stakeholders with regard to Procurement policy and procedures.
- Maintain proper documentation of all purchases and ensure traceability for audit.
- Follow up with vendors to ensure on-time delivery or any discrepancies.
- Build rapport with stakeholders and to identify cost saving opportunities and Term Contracts.
- Support monthly reporting to Management.
- To maintain Contract database and ensure expiring Contracts are renewed timely.

Job Requirements

- Singapore Citizen or Permanent Resident
- A Diploma/ Degree in any discipline.
- Preferably with minimum 5 years of related Procurement experience; experience in Category Management is a plus.
- Resourceful and proficient in sourcing for relevant vendors in terms of price, delivery, and capabilities.
- Sound knowledge of Contract Terms and Conditions.
- Competent and comfortable with negotiations with vendors.
- Ability to formulate Contracts.
- Ability to work independently as well as collaboratively in a team to meet timelines and KPIs.
- Ability to adapt business requirements and acquire Category/ product knowledge through close engagement with stakeholders.
- Meticulous with details and accurate with numbers.
- Possesses a proactive and strategic mindset with hands-on attitude.
- Takes ownership of given tasks and maintain the highest standard of integrity and professionalism.

Apply today or email me at hannah.ariffin@jac-recruitment.com to discuss this new opportunity.

Do note that we will only be in touch if your application is shortlisted.

Hannah Ariffin
JAC Recruitment Pte Ltd

EA License Number: 90C3026
EA Personnel: R1984070

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#countrysingapore

Company Description