



PR/094713 | Procurement Specialist

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1516234

Industry

Industrial Facilities

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

April 1st, 2025 21:00

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

Role Description

Position: Procurement Specialist

Reports to: Procurement Manager

Role Purpose:

The goal of this position is to provide daily operational support to our Procurement Management team including Request for Quotations, purchase order placement, expediting, handling end to end LC application process, full set of shipping documents, tracking of orders and managing routine documentation for purchase orders in accordance to company procurement policy, procedures, process and delegations of authority.

Role Accountabilities:

1. Procurement & Contract Support

- Full procurement cycle.
 - RFQ against forecast and receipt of supplier proposals.
 - Weekly RFQ update – Freight, material cost and etc.
 - Manage order processing in Dynamics 365 - creating Coversheet, Purchase and Sales contract, load creation, goods receipt, delivery note confirmation and commercial invoice issuance.
 - Coordinate pre-shipment inspection arrangements with the QA/QC team and suppliers.
2. Expediting and shipping documentation
- Upkeep cargo readiness and delivery status for all contracts.
 - Advising suppliers on vessels ETA and co-ordinate inspections schedule with our QA/QC department.
 - Reviewing details on Charter-Party Bill of Lading.
 - Weekly reporting to internal stakeholders on ongoing/upcoming shipment.
 - Applying COO and co-ordinate CCIC survey application (Indonesia import).
 - Submitting shipment advice to internal stakeholders with complete set of documents (BL, Commercial Invoice, Packing List, MTC, COO, Insurance Certificate etc.)
3. Financing
- Facilitate LC tenor application and amendment.
 - Responsible for reconciliation of invoices against purchase order and validate final invoice with Finance team.
 - Payment Support
4. Market Analysis
- Assist the team in deepening knowledge of the market and traded categories.
 - Assist procurement managers in organizing and executing sourcing initiatives
5. Collaborate with key stakeholders • Support the Procurement Manager in collaborating with internal and external stakeholders to identify process improvement opportunities and drive change management initiatives.

Requirements:

1. Degree qualified
2. Has 4+ years' experience in dealing with global supply chain, trading, or procurement functions
3. Successful experience in driving business transformation and growth
4. Mandarin speaking is a must (to liaise with Chinese suppliers)
5. Strong business and financial acumen
6. Understands and utilizes metrics / measurement to set expectations and gauge success
7. Demonstrated experience in operating in International / Cross cultural organisations
8. Demonstrated ability to work without direct authority and to respond to changing environment
9. Demonstrated ability to drive culture change
10. Effective inter-personal relation skills, while maintaining the adaptability to achieve company goals will manage all day-to-day activities related to performance improvement

Catherine Qu

JAC Recruitment Pte Ltd

EA Personnel: R22104823

EA Personnel Name: QU QIUSHI

#LI-JACSG

#countrysingapore

Company Description