



## PR/094742 | Procurement Manager

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1517829

**Industry**

Restaurant, Food Service

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

March 11th, 2025 05:00

### 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

A Japanese food and beverage company is looking for an experienced Procurement Manager, to drive their ambitious procurement strategies in Singapore.

**Key Responsibilities:**

- Oversee day-to-day procurement operations and manage relationships with all applicable stakeholders.
- Responsible for driving the development of short-term and long-term Procurement strategy including of:
  - Sourcing Policy
  - Supplier Management Policy
  - Demand Forecasting
  - Return Policy / Quality Assurance
  - Sales Support
  - Product Training
  - Risk Management
  - Price Margin
  - Workflow / SOP
- Keep abreast of the markets and industry trends by mapping various facets of the sector to ensure the company remains ahead through innovative procurement solutions and services as well as to initiate and manage projects

regarding organizational development and change management.

- Performing risk assessments on potential contracts and agreements.
- Controlling the procurement budget and promoting a culture of long-term saving on procurement costs.
- Responsible for the execution of procurement activities to support the achievement of continuous sales growth of the business.
- Responsible for monitoring, review, evaluate procurement KPIs. Coach procurement personnel by providing constructive feedback to enhance performance.
- Introduce Analytics' tools (e.g self-serve PowerBI dashboards) with the support of IT, to drive fact-based decision making.
- Introduce digital transformation solution to improve the work productivity.
- Responsible for annual procurement budget and monthly procurement related report submission (example: records of requisition / costing sheet / procurement related reporting, etc.)
- Ensuring all procurement activities with suppliers are carried out in accordance with the organization's procurement process, forecasted budget and ethical conduct.
- Other ad-hoc duties as assigned by Superior.

#### **Key Focus for First 6 Months**

Procurement Strategy and Direction based on customer/market understanding.

Procurement SOP / Workflow

Out of Stock action plan

Data Clearance

ISO

Change Management with Digital Solution.

#### **Key Requirements:**

- Negotiation skills and planning skills.
- Project planning, development, execution, and review.
- Excellent communication skill across all levels.
- Proactive, resourceful and hand on.
- Leadership.
- Data analytic skills and decisive.
- Proficient in Microsoft Office (good knowledge of MS Excel).
- Meticulous, committed and takes initiatives.
- Ability to work independently and well-organized & multi-task.
- Willing to Travel Oversea for Supplier Sourcing.
- Japanese Language add advantage

#### **Behavioural Skills**

- Think Strategically – Ability to detect trends and predict market and environment shifts that will impact the strategic direction of food trading operations management and develop contingency plans to ensure that the organization stays competitive.
- Integrity - Possess ethical and values behaviors.
- Drives Innovation – Ability to respond swiftly to market changes and new opportunities by secure resources and championing new ideas.
- Drive Results – Ability to continuously redefine and raise standards to ensure that process improvements create economic value.
- Develops People – Ability to envision future requirements and proactively initiate measures to align TOHO's people capabilities.
- Leads Courageously – Ability to role model TOHO value and encourage and enhance development for self and others.

Catherine Qu

JAC Recruitment Pte Ltd

EA Personnel: R22104823

EA Personnel Name: QU QIUSHI

#LI-JACSG

#countrysingapore

#### Company Description