



## PR/094763 | Procurement Specialist

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1521621

**Industry**

Automobile and Parts

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

March 25th, 2025 02:00

### 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

#### Job Overview

Material & Inventory Management is a function in Service Parts Operations and Logistics, to plan the end-to-end supply networks of service market parts, based on demand needs of customers. We aim to provide excellent availability level to our customers, while keeping a good level of cost and capital tied up.

- To provide high levels of parts availability and customer service at the lowest possible cost and with optimum inventory level.
- Place periodic and scheduled orders and secure appropriate stock and update systems with accurate and timely information on delivery schedule.
- Control deliveries from suppliers.
- To be flexible and focus on customers and demands from other departments within and outside Service Parts Operations Logistics and treat all requests with a great sense of urgency.

#### Responsibilities:

- Monitor KPI/PI(s) and take actions when deviating from target.
- Weekly work with the delivery schedules towards the suppliers.
- Daily follow-up on overdue orders and seek communication and confirmation with suppliers about urgent order requests.
- Coordination on delivery and ETA on outstanding supplier delivery schedules and daily customer backorders.

- Daily follow-up if there is delivery delay from suppliers.
- Actively participate in continuous improvements activities to improve ETA, delivery lead time, MOQ, optimization of inventory that can impact the achievement of a balanced performance in availability, inventory and logistical cost.
- Maintenance of parts and suppliers' information in various systems, ensuring the data is accurately updated as required in accordance to part to file process.
- Create the requisitions for new parts or change of suppliers to be sent to purchasing.
- Follow and support the SRM process for suppliers with issues.
- Maintenance of supersessions in MP system for all products ensuring the data is investigated and confirmed from any related systems and/or reports used to extract particulars.
- Processing of dealers/customers buy-back when requested.
- Support order to suppliers on parts initial stock preparation, quality related and seasonal demand parts preparation.

Requirements:

- University Degree in Logistics or Mathematics or Statistics, or experiences equivalent to the same knowledge level
- Holistic view on the end-to-end supply networks
- Good communication skills, preferably fluent in English, Japanese and Mandarin
- Intermediate level user in Microsoft Excel
- Good in analytical skills
- Communicative and good in presentation skills
- Business and customer oriented
- Holistic view, proactive and passion towards improvements
- Strong cross-functional team player and respect for individual
- Strong owner's mentality
- Ability to take own initiative and drive forward simultaneously
- Ability to prioritize among several tasks
- Ability to drive changes to improve further
- UDPS knowledge with ability to solve issues using problem solving methodologies
- Strong mindset to support dealers and customers
- Ability to work cross-functionally within and outside SPOL

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## Company Description