



## PR/094586 | Procurement 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

1512661

#### 業種

物流・倉庫

#### 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

2025年01月08日 08:00

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

ビジネス会話レベル

#### 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 & 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](mailto: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

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EA Personnel: R1984070

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会社説明