



PR/094713 | Procurement Specialist

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

1516234

業種

プラント

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04月01日 21:00

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

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

会社説明