



PR/094763 | 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

1521621

業種

自動車・自動車部品

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03月25日 02:00

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

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

Catherine Qu
JAC Recruitment Pte Ltd
EA Personnel: R22104823
EA Personnel Name: QU QIUSHI

#LI-JACSG
#countrysingapore

会社説明