



Procurement Executive

Company: Swiber Corporate Pte Ltd
Location: Singapore



Responsibilities

- ❖ Process procurement activities for Purchasing Requisitions approved by users (Barge).
- ❖ Obtaining min. 3 quotations and recommend vendor to award orders
- ❖ Negotiate with vendors for better pricing.
- ❖ Place order and ensure delivery to locations and date of supply.
- ❖ Close PO by checking GRN is done and complete
- ❖ May need to arrange of COD, Advance or Partial payment with Accounts and follow up for delivery and complete documentation.
- ❖ Required to assist to do Project bidding (pre-bit quotes). or Project purchases when assigned.
- ❖ Supervise Procurement Executive and Procurement Assistant under his/her charge including Admin responsibilities of filing, creation of PO and reports submission.

Requirements

- ❖ Degree in Procurement/ Logistics or business admin
- ❖ Diploma in Technical/ Engineering Disciplines
- ❖ Meticulous and confident individual with strong sense of responsibility and pro-active
- ❖ Microsoft Office Knowledge, SAP
- ❖ Working location: IBP, Jurong East