

CHASEN LOGISTICS SERVICES LIMITED

Job Title: PURCHASING EXECUTIVE

Location: Jurong area, Singapore.

No. of Vacancies: 1

Responsibilities & Duties:

Responsible for purchasing activities; ensure that materials supply and services procured meet demand, optimizing overall cost of purchasing; develop and implement purchasing strategies to achieve cost effectiveness. Also, to play a supporting role in areas of local insurance for company vehicles.

1. Insurance / Vehicle Administration

- Coordinate Insurance administrative duties and related documents on quotations, policy renewals, extensions and cancellations for multiple BU.
- Handle and assist in Insurance enquiries and other necessary processes.
- Handle Company Car rentals paperwork, transfer of vehicles, renewal of road tax LTA related documents and insurance etc. All related administration is executed timely and accurately.

2. Service and Procurement

- Review and verifies orders submitted. Place order to vendors and follow up on orders to ensure goods are received on time.
- Negotiation of price, tabulate quotation and price comparison with various suppliers for general procurement.
- Evaluate inventory levels. Respond to order/supply from projects, warehouse, crating and operations department.
- Timely update of costing and inventories into RVS system.
- Purchasing procedures must meet ISO standards.

Requirements and Qualifications:

- Candidate must possess at least a Diploma / Bachelor's Degree, preferably in Logistic/supply chain management or related fields.
- 2 to 5 years of experience will be preferred.
- Confidential in dealing with sensitive matters.
- Proficient in Microsoft Excel skills.
- Able to work independently, meticulous, be organized and systematic.
- Good communication skills are desired.

If you are keen to the above position, please email a detailed resume, together with a recent passport-size photograph with current and expected salary to Siowchian@chasen-logistics.com.

(All applications will be in strict confidence. We regret that only short-listed candidates will be notified.)