



Procurement Engineer

Eetarp – Singapore

Are you highly motivated, enthusiastic, and possess excellent procurement skills? Join our growing company, where we offer not only a challenging career in an innovative technology environment.

We are currently seeking a **Procurement Engineer** for our office in Singapore. If you're ready to take your career to the next level, we welcome your application.

Job Description:

- Raise purchase order for sales order with job number.
- Ensure timely PO execution by follow up the lead time to meet sales and production needs.
- Ability to analyze bills of material and drawings to understand key requirements for procurement.
- Ensuring technical information in accordance with datasheet for new item prior to PO issuance.
- Consolidate calibration certificate and software license information.
- Support internal coordination between different departments.
- Liaison with vendors for timely delivery and monitor all purchases to avoid any shortages, overcharges and defects of materials
- Lead in conducting periodic price negotiation with suppliers to ensure competency in cost for materials/services.
- Conduct supplier performance review on a regular basis to ensure that suppliers are conforming to organizational expectations and requirements.
- Source new suppliers for materials and services, expanding the supplier base for current and future needs.
- Obtain competitive quotes and drive cost-reduction initiatives.
- Any duties as assigned.

Requirements:

- Diploma or bachelor's degree in engineering.
- At least 3 years' experience in procurement engineering.
- Possess strong sourcing and negotiation skills.
- Meticulous and strong in numbers.
- Accountable team player, proactive, problem solving, resourceful and analytical abilities.
- Strong interpersonal and communication skills to work productively and collaboratively with multi-functional teams to achieve business goals.
- Able to work independently and multitask.

Employment Type

Full time
40 hours per week
Mo-Fr: 9am – 6pm

Compensation

+ AWS
+ Bonus
Medical Benefit
Insurance + Check ups
(incl. Dental)
Training intern/extern
(overseas)