

## PURCHASING EXECUTIVE

Employment Type: Permanent, Full-time

Location: 10 Jalan Samulun, Singapore 629124

### Job Description:

- Source, negotiate and procure materials and services in accordance with the specifications and requirements provided by the engineering department (in accordance with the project, client and class specifications) at the most competitive price with acceptable quality and lead time
- Supporting the tender process by sourcing and identifying potential vendors, evaluating quotations to ensure that they meet the required technical and commercial specifications.
- Ensure that Purchase Orders are processed in adherence to Company's purchasing guidelines
- Prepares commercial bid evaluation reports, PO and documentation for procurement activities, ensuring purchase contract has been clearly addressed to the agreed specification requirement, terms and conditions in adherence to Company's purchasing guidelines
- Maintain proper records of necessary documentation including Quotations, Commercial Bid Evaluation, Purchase Orders, Delivery Orders and Invoices for progressive payment
- Evaluate new suppliers and monitor performance of existing suppliers
- Maintain good relationships with suppliers to enhance collaboration and procurement efficiency.
- Collaborate with cross-functional teams, including Engineering, Project Management, business development and Production, to align procurement activities with project milestones and resolve technical or commercial challenges.
- Perform any other tasks as may be assigned by the supervisor.
- Ensure compliance to relevant government regulations and company's quality, safety, health and environmental (QSHE) policies, practices and procedures at all times.

### Requirements:

- Minimum Diploma in any Engineering discipline or Supply Chain Management or Procurement
- Minimum 3 years of relevant preferably in the same sector
- Knowledge of purchasing and delivery terms will be advantageous
- Excellent communication skills, meticulous, resourceful, able to multi-task
- A team player with the ability to work independently as well as in a team

Interested applicants to email your resumes to [careers@bakertech.com.sg](mailto:careers@bakertech.com.sg) stating expected salary and earliest possible start date.

For walk-ins, please call 6262 1380 to schedule an interview appointment.