

## CAREER OPPORTUNITY

Date Posted: 19 January 2012

### **Job Position – Asst Purchaser / Purchaser (Japanese Speaking)**

Nikkol Group is a leading global chemical company specializing in the manufacturing and sales of raw materials for the cosmetic industry, pharmaceuticals and industrial application. Due to its expansion, Nikko Chemicals Singapore has constructed a specialty chemical plant manufacturing surfactants in Jurong Island, Singapore.

### **Asst Purchaser / Purchaser (Japanese Speaking)**

#### **Job Description:**

- Source & purchase raw materials and other supplies
- Coordinate with suppliers to ensure on-time delivery
- Communicate with Japan HQ & Suppliers
- Maintain procurement and inventory record
- Facilitate the movement of incoming and outgoing of stock
- Liaise with Accounts to ensure accurate and timely payment of invoices
- Support other duties as and when required

#### **Requirements:**

- Diploma/Degree in Purchasing/Chemical or related discipline (SIPMM qualifications, added advantage)
- To be familiar with Halal and Kosher requirements
- At least JLPT 2 and above or equivalent
- Immediate availability is preferred

#### **Other information:**

- ✓ 5-day work week
- ✓ Work Location: Jurong Island
- ✓ Company transport from Lakeside MRT
- ✓ Allowance provided to & fro Lakeside MRT

**To apply, please send resume to [recruit.bd@nikkol.com.sg](mailto:recruit.bd@nikkol.com.sg) and attention to “The Purchasing Manager” with the following:**

- A recent photograph
- Indication of earliest available date
- Current & expected salary
- Reason(s) for leaving past & present employment