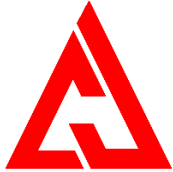


CAREER OPPORTUNITY

Date Posted: 22 December 2010

Job Position – Procurement Assistant



A preferred engineering and construction service provider

CHYE JOO CONSTRUCTION PTE LTD

We are a well-established A1 civil engineering company providing cost-effective and integrated construction and building solutions in the construction industry in Singapore. Our projects profile completed many monumental government and private projects. In view of our rapid growth, we are seeking qualified and committed individuals to fill the following position:

PROCUREMENT ASSISTANT

Responsibilities:

- Responsible for sourcing, purchasing and reviewing all direct and indirect materials and services from suppliers and vendors.
- Carry out all procurement processes including generating of Purchase Orders and ensuring timely arrival of goods.
- Timely resolution with suppliers on goods or invoices discrepancies.
- Assist in daily receiving of goods and project costing data entry.
- Other adhoc duties assigned from time to time.

Requirements:

- 'N' or 'O' Level with relevant certification in Purchasing/Procurement (SIPMM qualifications, added advantage)
- Male Working Environment
- Minimum 1 year experience in construction is A MUST
- Proficient in MS office and excellent filing skills
- Must be meticulous with positive work attitude
- Good interpersonal, co-ordination and negotiation skills
- Independent, organised and a good team player
- Able to start work on short notice would be an advantage
- Singaporeans, PRs and Malaysians only

Other Useful information:

- 5-day work week
- Company transport provided
- Work Location: Tuas

Competitive remuneration package which commensurate with qualifications and experience will be offered to the successful candidate.

Interested applicants, please submit your detailed resume in Microsoft Word format, stating current and expected salaries, full personal and career details, contact numbers, notice period required and a recent photograph to tum.nj@chyejoo.com.sg.

(Only shortlisted candidates will be notified.)