

CAREER OPPORTUNITY

Date Posted: 16 July 2008

JOB POSITION - PURCHASING ASSISTANT

Hai Leck is a leading service provider in the petroleum, petrochemical, specialty chemical, pharmaceutical, water and power sectors. The Hai Leck group of companies has developed the expertise to offer their customers a combined range of services including scaffolding, industrial coating, thermal insulation, refractory and passive fireproofing.

PURCHASING ASSISTANT

Responsibilities:

- Plan and execute materials purchases.
- Co-ordinate, monitor and expedite timely delivery of purchase orders.
- Request for quotations.
- Price negotiation.
- Administration work.

Requirements:

- Minimum GCE 'O' level with 1 year of related working experience (SIPMM qualifications preferred).
- Able to work under pressure.
- Independent, well-organised and good co-ordination skills.
- PC literate.
- Willing to work in Tuas area.

** 5 days work per week and transport provided at designated pick-up point.**

Interested applicants, please email/fax to:

**Hai Leck Engineering Pte Ltd, Singapore
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Singapore 638679
Email: julie_yue@haileck.com Fax: (65) 68621202**