

## CAREER OPPORTUNITY

Date Posted: 5 April 2011

### Job Position – Purchasing Officer / Purchaser



### **Fagerdala Singapore Pte Ltd**

A Global Packaging Group in the manufacturing of polymers and protective packaging materials cordially invites suitable candidates for the position of:

## **PURCHASING OFFICER / PURCHASER**

### **Responsibilities**

- To source, negotiate and review suitable vendors for direct and indirect purchases;
- To conduct vendor assessment and audit for compliance;
- To implement Cost Reduction Program (CRP) on a regular basis;
- To ensure purchasing activities and procedures are in compliance to company's ISO integrated system (ISO9001/14001);
- To liaise with vendors on delivery schedules, samples and resolve challenges on goods and services; and
- To prepare, monitor and ensure proper filing of purchase orders.

### **Requirements**

- Must possess at least a Diploma in Purchasing/Materials Management or equivalent (SIPMM qualifications would be added advantage).
- At least 3 years of experience in manufacturing environment.
- Meticulous, energetic with sharp analytical mind and able to work under pressure with minimum supervision.
- Possess good communication skills and must be a team player.
- Applicant should be Singaporean or Singapore PR.

Attractive salary package will be offered to the right applicant.

Interested applicants are invited to write in with full resume and expected salary to:

Email: [hr-adm@fagerdala.com.sg](mailto:hr-adm@fagerdala.com.sg)

(Only shortlisted applicants will be notified.)