

## CAREER OPPORTUNITY

Date Posted: 13 September 2011

**SIA ENGINEERING COMPANY**



*If you share the same passion as us to be part of the aviation industry and aspire to have a challenging and fulfilling career, we welcome you to join us as an:*

### **OFFICER (PURCHASING)**

#### **RESPONSIBILITIES:**

- Perform sourcing of spares to meet operational demands.
- Process electronic Purchase Order in SAP System and ensure timely delivery of goods.
- Monitor inventory levels in SAP and perform replenishment to maintain optimal stocking quantity.
- Liaise with relevant parties for any resolution with regard to any dispute between vendor, service provider, SIAEC and customer.
- Carry out general office administrative duties.

#### **REQUIREMENTS:**

- Candidate must possess at least a Diploma from one of the local Polytechnics (SIPMM qualifications added advantage).
- Experience in purchasing is preferred.
- Strong interpersonal, written, communication and presentation skills.

Dynamic individuals who are looking for an exciting career in the aerospace industry are invited to, write or email us with your detailed resume and copies of your educational certificates / transcripts to:

HR Executive (Recruitment)  
Human Resources Division  
**SIA Engineering Company**  
07N, 31 Airline Road Singapore 819831  
Fax: 65462382  
Email: [siaec\\_recruit@singaporeair.com.sg](mailto:siaec_recruit@singaporeair.com.sg)

*(We regret that only short-listed candidates will be notified.)*