

Assistant Manager/Senior Assistant Manager
(Procurement), Finance
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=232035>

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Posted Feb. 29, 2024, set to expire Jul. 5, 2024

Job Title Assistant Manager/Senior Assistant Manager (Procurement),
Finance

Department Finance

Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Feb. 29, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Financial Planning/Budget Management

Job Website <https://careers.singaporetech.edu.sg/cw/en/job/498614/assistant-managersenior-assistant-manager-procurement-finance>

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Job Description

Assistant Manager/Senior Assistant Manager (Procurement), Finance

Job no: 498614

Department: Finance

Contract type: Contract

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This role is responsible for carrying out daily procurement operations of the organization, as well as other ad-hoc projects and duties.

Key Responsibilities:

- Advise requestors on procurement policies, appropriate method of procurement and workflow
- Review purchase requests on compliance with internal policies and guidelines
- Manage the full tender cycle including tender administration, review evaluation matrix, review tender documentation, review tender recommendation report, submission for approval and contract award
- Review of ITQ documentation and new contract/ renewal award
- Maintain term contracts database and follow up on Tender and/or ITQ and/or renewal requests
- Organise and coordinate procurement training and engagement sessions for SIT staff.
- Assist in audit queries and data gathering
- Involve in system enhancement projects
- Assist in ad-hoc assignments as assigned

Job Requirements:

- Bachelor's degree with minimum 5 years of relevant experience
- Must be proficient in MS Office
- Hands-on experience in SAP Finance and Material Management modules and e-procurement system will be an added advantage
- Meticulous and detail-oriented
- Ability to multitask and prioritize daily workload
- Team player with good communication and interpersonal skills

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Advertised: 29 Feb 2024 Singapore Standard Time

Applications close: 30 Apr 2024 Singapore Standard Time

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

Singapore