

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

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Posted May 15, 2024, set to expire Sep. 14, 2024

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

**Department** Finance

**Institution** Singapore Institute of Technology  
Singapore, , Singapore

**Date Posted** May 15, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Senior Executive Officer

**Academic Field(s)** Financial Planning/Budget Management

**Job Website** <https://careers.singaporetech.edu.sg/cw/en/job/498672/senior-executive-assistant-manager-procurement-finance>

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**Job Description**

## Senior Executive/ Assistant Manager (Procurement), Finance

**Job no:** 498672

**Department:** Finance

**Contract type:** Contract

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This role is responsible for carrying out daily procurement operations of the organisation, 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
- Handle the tender administration process from publishing of tender to issuance of letter of award
- Follow up on post contract matters and consistently maintain term contracts database
- Organise and coordinate procurement training and engagement sessions for staff
- Assist in audit queries and data gathering
- Involve in system enhancement projects
- Assist in ad-hoc assignments as assigned

**Job Requirements:**

- Diploma or 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 multi-task and prioritise daily workload
- Team player with good communication and interpersonal skills

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**Advertised:** 15 May 2024 Singapore Standard Time

**Applications close:** 31 Jul 2024 Singapore Standard Time

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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