

Senior Executive/ Assistant Manager (Procurement),
Finance - 1 year contract
Singapore Institute of Technology

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Posted Aug. 15, 2024, set to expire Jul. 5, 2025

Job Title Senior Executive/ Assistant Manager (Procurement),
Finance - 1 year contract

Department

Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Aug. 15, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director
Senior Executive Officer

Academic Field(s) Financial Planning/Budget Management

Job Website <https://careers.singaporetech.edu.sg/cw/en/job/498741/senior-executive-assistant-manager-procurement-finance-1-year-contract>

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Job Description

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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
- Handle the tender administration process from publishing of tender to issuance of contract document
- Follow up on post contract matters and diligently maintain 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 general admin and other ad-hoc assignments as assigned

Job Requirements:

- Diploma with a minimum 2 to 5 years of relevant working experience, preferably in the education or public service sector
- 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
- Ability to multi-task and prioritize daily workload
- Team player with good communication and interpersonal skills

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Advertised: 15 Aug 2024 Singapore Standard Time

Applications close: 30 Nov 2024 Singapore Standard Time

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Contact Information

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

Contact

Singapore