

Assistant Manager/ Senior Assistant Manager
(Procurement), Finance (11-months contract)
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=257724>

Downloaded On: Sep. 18, 2025 9:20pm

Posted Jun. 4, 2025, set to expire Oct. 4, 2025

Job Title Assistant Manager/ Senior Assistant Manager (Procurement),
Finance (11-months contract)

Department Finance

Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Jun. 4, 2025

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/498944/assistant-manager-senior-assistant-manager-procurement-finance-11months-contract>

Apply By Email

Job Description

Assistant Manager/ Senior Assistant Manager (Procurement), Finance (11-months contract)

Job no: 498944

Department: Finance

Contract type: Temporary, Contract

[Apply now](#)

Assistant Manager/ Senior Assistant Manager
(Procurement), Finance (11-months contract)
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=257724>

Downloaded On: Sep. 18, 2025 9:20pm

Posted Jun. 4, 2025, set to expire Oct. 4, 2025

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
- 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
- Assist in audit queries and data gathering

Job Requirements:

- Degree with minimum 3 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 and detailed-oriented
- Ability to multi-task and prioritize daily workload
- Team player with good communication and interpersonal skills

[Apply now](#)

Advertised: 04 Jun 2025 Singapore Standard Time

Applications close: 15 Jul 2025 Singapore Standard Time

Contact Information

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

Assistant Manager/ Senior Assistant Manager
(Procurement), Finance (11-months contract)
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=257724>

Downloaded On: Sep. 18, 2025 9:20pm

Posted Jun. 4, 2025, set to expire Oct. 4, 2025

Contact

Singapore