

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

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

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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>

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**Job Description**

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

**Job no:** 498944

**Department:** Finance

**Contract type:** Temporary, 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
- 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

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**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.

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**Contact**

Singapore