

PURCHASING EXECUTIVE

Employment Type: Permanent (Full-time)

Locations: 10 Jalan Samulun, Singapore 629124

Responsibilities:

- Familiar in project management, tendering and supplier management in the purchasing environment to support new project development.
- Source, negotiate and secure for mechanical, electrical, instrumentation, out-fittings, piping, structural or bulk materials in accordance with the specifications and requirement from engineering department at the most competitive price with acceptable quality and lead time.
- Ensure that Purchase Orders are processed in adherence to Company's purchasing guidelines.
- Maintain proper records of necessary documentation including Quotations, Commercial Bid Evaluation, Purchase Orders, Delivery Orders, and Invoices for progressive payment.
- Evaluate new suppliers and monitor performance of existing suppliers.
- Maintain good relationship with suppliers.

Requirements:

- Minimum Diploma in any Engineering discipline.
- Minimum 1-2 years of relevant experience in purchasing mechanical items/equipment and technical background, preferably in oil & gas/marine industry.
- Knowledge of import/export procedures and Letter of Credit.
- Proficient in MS Office application.
- Good communication and negotiation skills.
- Willingness to work as a team and possess integrity.

Interested applicants to email your resumes to **hr@bakertech.com.sg** stating expected salary and earliest possible start date.

We regret to inform that only suitable applicants will be contacted for an interview.