



Procurement Assistant

NewCruz Offshore Marine Pte Ltd

Location: Singapore



Responsibilities:

- ❖ Manage purchase administration and order processing upon request from end users without delay.
- ❖ Provide full admin support to Procurement team in daily operations
- ❖ Answer to suppliers, vendors and end-users queries and provide customer service support.
- ❖ Perform data-entry and ensure all documents are properly filed and managed
- ❖ Create and maintain all procurement related database
- ❖ Undertake any ad-hoc duties as required.

Requirements

- ❖ Min O Levels and above
- ❖ Min 2 years relevant working experience in a similar capacity preferably in Marine/Offshore industry
- ❖ Resourceful, self-driven, proactive and independent worker
- ❖ Hardworking with positive attitude
- ❖ Possess good communication and interpersonal skills
- ❖ Able to work well under stress in a fast paced environment.
- ❖ Proficient in use of MS Office Applications (Words, Excel, Access)
- ❖ Knowledge in SAP is advantageous