



**Project Procurement / Materials Coordinator**  
**Swiber Offshore Construction Pte Ltd**  
**Location: Singapore**



**Responsibilities:**

- ❖ Responsible for preparing requisitions for projects
- ❖ Update the requisitions registers
- ❖ Assist in developing and issuing a Project Procurement Plan.
- ❖ Acting as liaison between the Procurement Department, Engineering and the PMT, ensuring exchange of information at all times.
- ❖ Maintaining control documents covering all facets of the procurement program and ensuring that ROS dates for each procurement package are maintained.
- ❖ Maintaining control within the Procurement Department of all project requisitions, bids, purchase orders, supplements, and material receipts.
- ❖ Reviewing purchase requisitions and any additional tender document packages for completeness, realistic delivery dates, and conformity to project procedures.
- ❖ Report to Project Manager on all current material status
- ❖ Assisting in the resolution of vendor invoice problems.
- ❖ Ensuring material status reports (such as equipment status reports or contract commitment reports) are prepared and issued regularly.
- ❖ Assisting in all procurement functions, as necessary, to ensure that procurement activities are carried out and completed in a timely and effective manner.
- ❖ Acting as liaison between project team and clients / subcontractors and vendors
- ❖ Other responsibilities as may be assigned by the management

**Requirements:**

- ❖ Degree in Engineering is highly preferred
- ❖ Min 5 years relevant and similar capacity preferably in Offshore oil & gas or Marine Offshore Construction/EPCIC industry
- ❖ Strong knowledge in the procurement of technical and engineering equipments for offshore industry

- ❖ Conversant with SAP software is preferred
- ❖ Demonstrate strong interpersonal, communication and presentation skills
- ❖ Strong analytical and problem solving skills and meticulous
- ❖ Mature, proactive, resourceful and hands-on with good initiative.
- ❖ Able to work fast under pressure
- ❖ Mature, with an attention to detail
- ❖ Must be willing to travel at short notice
- ❖ Work Location: Jurong East, IBP (Singapore)