

<https://jobcitylive.com/jobs/procurement-executive-job-in-le-tach-vending/>

Procurement Executive

Job Location

Singapore

Remote work from: SG

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Base Salary

SGD 1400 - SGD 27,00

Qualifications

Diploma or degree in Business, Supply Chain, or a related field.

Employment Type

Full-time

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Description

Procurement Executive Job in Le Tach Vending Pte. Ltd.

Le Tach Vending Pte. Ltd. is looking for a **Procurement Executive** to join our team. If you enjoy working with suppliers, managing orders, and ensuring smooth purchasing processes, this job is for you! You will help the company get the best products at the best prices while making sure everything runs smoothly.

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Responsibilities:

- Source and buy products for the company.
- Compare prices and negotiate with suppliers.
- Prepare purchase orders and track deliveries.
- Ensure products meet quality standards.
- Keep good records of all purchases and invoices.
- Work with different departments to understand needs.
- Find new suppliers to improve company costs.
- Manage supplier contracts and agreements.
- Handle problems with deliveries or product quality.
- Follow company policies for purchasing and procurement.

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Hiring organization

Le Tach Vending Pte. Ltd.

Date posted

February 15, 2025

Valid through

30.06.2025

APPLY NOW

Skills Required:

- Good negotiation and communication skills.
- Strong attention to detail.
- Basic knowledge of supply chain and procurement.
- Ability to manage multiple tasks.
- Proficiency in Microsoft Excel and Word.
- Problem-solving and decision-making skills.
- Ability to work well with a team.

Qualifications:

- Diploma or degree in Business, Supply Chain, or a related field.
- Knowledge of procurement processes is a plus.
- Understanding of inventory management is helpful.

Experience:

- 1-3 years of procurement or purchasing experience.
- Fresh graduates with internship experience can apply.

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Important Links