

## **Engineer, Procurement ( SGENDO)**

### **JOB RESPONSIBILITIES**

- Perform administrative duties, including preparation of documents, in relation to procurement activities;
- Perform verification of Purchase Requisitions to ensure completeness and submission are in compliance with established policies and Standard Operating Procedures;
- Perform issuance of Purchase Orders under established procurement guidelines;
- Process pre-payment activities;
- Establish an adequate inventory of reliable suppliers/vendors for operational needs.
- Any other adhoc duties as assigned by Head of Department.

### **JOB REQUIREMENTS**

- Diploma in any field
- Preferably with at least 1-2 years of relevant working experience.
- Knowledge on the Rosh and REACH
- Knowledge on ISO13485
- Able to facilitate the discussion with suppliers on the technical requirements from the Design and Development Team.
- Fresh degree holders, however, may also be considered.

### **Skills**

- Critical thinking and analytical skills
- Meticulous with a keen eye for details
- Problem-solving and Decision-making skills
- Listening and Communication skills (written and verbal)
- Good teamwork

If you are looking for challenges and have the qualities and experience to undertake this challenging opportunity, please write to [hr@fongspl.com.sg](mailto:hr@fongspl.com.sg) with your detailed resume stating your qualifications, experience, present and expected salary, and notice period.