

PURCHASER

A company providing general offshore support services, drilling rig support functions and cargo transport operations to the Oil and Gas industry.

Duties & Responsibilities:

- Purchase of consumables, equipment and spare parts etc. from local or overseas vendors
- Source and negotiate with vendors to obtain favourable prices, delivery schedules and payment terms
- Prepare purchase and delivery orders and monitor delivery dates
- Generate and organize reports (monthly overseas incoming - consignment, indent and inventory - shipments, reorder of inventory items) for authorized signatory approvals
- Establish and negotiate prices and contracts with suppliers for cost effective and good quality corporate goods and services
- Perform cost-price value analysis and implement cost reduction programmes with existing suppliers
- Assist to key in the PRs and issue POs to vendors after the PRs are approved by the respective HOD
- Update delivery status with suppliers once the POs are issued and ensure delivery on schedule. Any delay that may cause the vessel's performance, need to bring up to Purchasing Manager
- Update all PRs and POs on a weekly basis in the respective vessel's file
- Monitor vessel's next Port call for delivery of Provisions, Deck and Engine stores
- Advise overseas suppliers to stand by for delivery once vessel confirm date of Port call
- Any other assignment as and when requested by management

Requirements

- Diploma or equivalent professional qualifications
- Minimum 2 to 5 years of relevant work experience in the offshore industry
- Strong teamwork/collaboration skills, Good communication skills
- Strong proficiency in Microsoft Office Applications (including MS Excel)
- Meticulous and organise individuals who are able to meet tight deadlines and work in a fast-paced environment

Interested applicants to email your resumes to careers@choffshore.com.sg stating expected salary and earliest possible start date.

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