



DISCOVER...

PARTICIPATE...

ACHIEVE...

Norr Systems is a manufacturer of Marine and Offshore Systems including Valve Control, Vessel Management and Tank Gauging Systems. In addition, we also supply the following:

1. Offshore Gas Compressor PLC Control System certified for hazardous area.
2. Allen Bradley and Siemens Preferred Systems Integrator.

Due to expansion, we are seeking highly committed individuals ready to further their career to join us as:

## **Purchasing Assistant**

(Tampines)

### **Responsibilities:**

- Maintain records of goods ordered and received.
- Source for vendors of materials, equipments or supplies, and interview them in order to determine product availability and terms of sales.
- Prepare and process requisitions and purchase orders for supplies and equipment.
- Review purchase order claims and contracts for conformance to company policy.
- Analyze market and delivery systems in order to assess present and future material availability.
- Resolve vendor or contractor grievances, and claims against suppliers.
- Ensure competitiveness in price evaluation / sourcing.
- Review, evaluate, and approve specifications for issuing and awarding bids.

## Requirements:

- Candidate must possess at least a Certificate in Purchasing Management.
- At least 1 year(s) of working experience in the related field is required for this position.
- Some experiences in the same industry preferred.
- Able to communicate with staff at all levels.
- Able to read and understand information and ideas presented in writing.
- Good organization skills - Developing specific goals and plans to prioritize, organize and accomplish work.
- Have basic computer knowledge to enter data, or process information.
- Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
- Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Encouraging and building mutual trust, respect and cooperation among team members.
- Entering, transcribing, recording, storing or maintaining information in written or electronic/magnetic form.
- Applicants must be willing to work in Tampines.
- Preferably Junior Executives specializing in Purchasing/Inventory/Material & Warehouse Management or equivalent.
- Full-Time positions available.

Interested applicants please send your full resume, expected salary and photograph to:

Norr Systems Pte Ltd Human Resource Department 37A Tampines St 92 #08-00, Singapore 528886

Email: [hr@norrsystems.com](mailto:hr@norrsystems.com)