

Job Title: Procurement Executive / Senior Executive, Finance (1 Year Contract)**Reporting Officer**

Senior Manager, Finance

Job Description

Jewel Changi Airport (Jewel), a world-class multi-dimensional lifestyle destination in Singapore, is developed by Jewel Changi Airport Trustee Pte. Ltd., a joint venture by Changi Airport Group and CapitaLand. Jewel features a distinctive dome-shaped facade made of glass and steel, making it an iconic landmark in the airport's landscape. At 135,700 sqm in size, it offers a range of facilities including airport services, indoor gardens and leisure attractions, retail and dining offerings as well as a hotel, all under one roof. These unique offerings in Jewel are envisaged to enhance Changi Airport's appeal as a premier air hub.

We are seeking a highly motivated and detail-oriented Procurement Specialist with accounting background to join our Finance team. The ideal candidate should be proficient in using the accounting system (SAP) to transact the procurement activities (e.g. create Purchase Order (PO), perform Goods Receipt Note (GRN)). This role is essential in ensuring smooth procure-to-pay operations, ensuring compliance with company policies, and maintaining accurate accounting records.

Procurement Operations:

- Create and manage Purchase Orders (PO) in SAP based on approved procurement requests.
- Perform Goods Receipt Note (GRN) in SAP based on approved requests, ensuring that goods and services are received in accordance with POs.
- Collaborate with internal departments to ensure timely and accurate procurement activities.
- Collaborate with internal departments to resolve discrepancies between POs, deliveries, and invoices.
- Ensure compliance with procurement policies, financial regulations, and internal controls.
- Maintain accurate records of purchase orders, contracts, and related documentation in SAP.
- Work closely with the finance team to reconcile procurement-related transactions, ensuring accurate booking of costs in a timely manner.
- Prepare procurement reports and provide insights on the available data.
- Assist with internal and external audits related to procurement process.
- Any assigned ad-hoc tasks.

Skills/Knowledge Required

- Candidate must possess a Diploma or equivalent professional qualification in Business, Accounting, Finance, or a related field with 3-4 years of relevant business/finance experience, preferably in a MNC environment.
- Proficient in the use of SAP (accounting software) and Microsoft Excel. Candidates with experience using SAP will be preferred.
- Independent worker with excellent problem-solving skills.
- Highly organised and excellent ability to track progress and ensure timely completion of tasks.
- Detail-oriented with a high degree of accuracy.
- Strong communication and interpersonal skills.