

Open Position : **Executive, Procurement**

SERIS Department : Administration

Requirements:

- University degree in Engineering / Business
- At least 3 years of experience in high technology procurement and materials
- Comfortable working with Engineers and specifications / drawings generated by them
- Good communication skills (both verbal and written)
- Proficient in MS Office
- Knowledge of Government Electronic Business System is preferred

Job Scope :

- Support the purchasing practices and internal workflows defined at SERIS
- Assist in the selection of appropriate suppliers and contractors, to promote good procurement practice with due regard to sustainability, ethical purchasing standards and whole life costing
- Participate in negotiation of contract terms and specifications in close cooperation with the relevant cluster / unit
- Undertake the tendering, evaluation, placement and monitoring of SERIS procurement under the NUS procurement guidelines and the GEBiZ procedures
- Have up-to-date knowledge of related procurement legislation including NUS regulations for public procurement procedures

Application Deadline: 31 May 2010

Interested candidates should send their CV to:

Contact: Ms Janhawi Mhapankar

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We regret only shortlisted candidates will be notified.

SERIS at National University of Singapore offers a stimulating environment in which we believe you can develop professionally and make valuable contributions. For more info on SERIS, please visit www.seris.sg