

Job Title : Executive / Senior Executive, Procurement
Business Entity : Procurement, CRIS

Overview

The [Consortium for Clinical Research and Innovation, Singapore](#) (CRIS) brings together five national R&D, clinical translation and service programmes to advance clinical research and innovation for Singapore, and establish important capabilities for a future-ready healthcare system.

The Business Entities under CRIS include:

- [Singapore Clinical Research Institute](#) (SCRI)
- [National Health Innovation Centre](#) (NHIC)
- [Advanced Cell Therapy and Research Institute, Singapore](#) (ACTRIS)
- [Precision Health Research, Singapore](#) (PRECISE)
- [Singapore Translational Cancer Consortium](#) (STCC)

Together, CRIS makes a positive difference to Singapore patients and researchers by ensuring that these clinical research platforms and programmes are at the cutting edge of capability development and innovation. If you are as passionate as we are in clinical trials and research, we want you!

CRIS is looking for individuals who are keen to be part of a dynamic and efficient administrative team to support the strategic planning function of CRIS and its programmes for the role of Executive / Senior Executive (Procurement).

What you will be working on

(A) GENERAL

Assist the Senior Procurement Manager to support CRIS and the 5 Business Units in their procurement needs:

1. Facilitate the end-to-end sourcing process, which include managing the quotations, tenders, request for proposals, and liaising with vendors and end-users on the procurement initiatives
2. Review the sourcing specifications and justifications/evaluations put forth by end-users
3. Guide and provide advice to end-users on procurement policies, processes and systems
4. Assist with creation of purchase requisitions and orders for the entity
5. Maintain contract listing and provide support in contract matters
6. Follow up on outstanding purchase orders and overdue contracts
7. Assist in generating management and spend analysis reports
8. Maintain the Procurement software/system for the group

9. Provide support in both internal and external audit reviews
10. Able to identify gaps in the procurement processes, and implement control measures
11. Identify and facilitate the calling of demand aggregated contracts

What we are looking for

(A) EDUCATION, TRAINING

Diploma or Degree in supply chain, business or relevant fields.

(B) ATTRIBUTES

1. Minimum 2-3 years of working experience in procurement/inventory control
2. Able to quickly understand/adopt new technologies
3. Resourceful and able to work with minimal supervision, independently and in a team
4. Meticulous and detailed individual
5. Good writing and communication skills
6. Adaptable and willing to take on required/ necessary tasks beyond the job description
7. Preferably with experience in using SAP system

What you need to know

Successful candidate will be offered a 3-year renewable contract. Please send your application to career@cris.sg with the subject **Application for Executive / Senior Executive (Procurement)**. We regret that only shortlisted candidates will be contacted. For more information about CRIS and the Business Entities, visit our websites below:

- CRIS – <https://www.cris.sg>
- SCRI – <https://www.scri.edu.sg>
- NHIC – <https://www.nhic.sg>
- ACTRIS – <https://www.actris.sg>
- PRECISE – <https://www.npm.sg>
- STCC – <https://www.stcc.sg>