

Company Name: Eco Garden Pte Ltd

Job Title: Procurement Coordinator (Quantity Surveying-related)

Job Description

The Procurement Coordinator supports the project and site teams in managing procurement and cost-related activities for landscaping projects across Singapore. This role involves preparing basic Bills of Quantities (BQ), assisting with cost estimation, sourcing and liaising with suppliers, and coordinating material deliveries to site. The successful candidate will also support project documentation, progress reporting, and record-keeping.

On-the-job training will be provided, and the role is suitable for fresh graduates or students interested in quantity surveying, procurement, and the built environment sector.

Prerequisites

Diploma in Quantity Surveying, Building, Construction Management, Facilities Management, or a related discipline (students and fresh graduates welcome)

- Prior experience is an advantage but **not required**
- Ability to read and interpret basic drawings, specifications, or project requirements
- Good communication skills and attention to detail
- Comfortable working with site teams, suppliers, and multicultural stakeholders
- Basic proficiency in Microsoft Excel and standard documentation tools
- Willingness to learn and support on-site project operations when required