SINGAPORE SHIPPING CORPORATION LIMITED

APPENDIX III

JOB DESCRIPTION

Hiring Entity	SSC Ship Management Pte Ltd	**Department**	Ship Management
Job Title	Purchasing Officer	**Location**	Southpoint Office
Job Level	Executive	**Reports To**	General Manager & Fleet Manager

Job Overview

The Purchasing Officer is responsible for sourcing, purchasing, and coordinating the timely delivery of vessel-related supplies, spare parts, and services to support safe and efficient vessel operations. This role works closely with vessel masters, technical teams, and vendors to ensure cost-effective procurement while meeting operational and compliance requirements.

Duties and Responsibilities

- Process vessels' requisition orders including orders for equipment, spare parts and other supplies
- Source, evaluate, and negotiate with suppliers (Local & Overseas) to ensure competitive pricing, quality, and timely delivery.
- Verify purchase orders and coordinate closely with suppliers to facilitate seamless delivery to vessels or office locations.
- Monitor, input and update requisition requests, quotations received and approvals by the General Manager and Fleet Managers into the Sertica Procurement system to generate purchase orders number and order confirmations.
- Track and follow up on shipment deliveries to ensure timely arrival at vessels and resolve any logistics or customs clearance issues.
- Monitor supplier performance to ensure continuous improvement in quality, delivery, and service.
- Manage office and vessel stock levels (e.g., boiler suits, stationery) and ensure timely replenishment.
- Prepare logistics and customs clearance documents for hand-carried items.
- Verify supplier invoices for accuracy before processing for payment.
- Review cost analysis reports to monitor budgets for stores, maintenance, and lubricants.
- Maintain up-to-date supplier records, pricing lists, and procurement documentation.
- Ensure procurement activities comply with company policies, maritime regulations, and audit requirements.
- Perform other duties as assigned by the General Manager or Fleet Managers.

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Requirements
• GCE “A” Level or its equivalent and above • Minimum 1 to 2 years’ experience in handling purchasing and / or procurement work in ship management activities or related industries • Good MS Office Skills • Resourceful and meticulous • Able to work under tight deadlines

Kindly email your most updated resume/CV to Careers@singaporeshipping.com.sg, with the subject title “Application for Purchasing Officer”. Thank you!