



PURCHASING ASSISTANT (WOODLANDS)

RESPONSIBILITIES

- Process purchase orders
- Filling and updating of all purchasing-related documentation (PO, Halal, HACCP documents etc.)
- Assist and help out front desk reception (daily from 1100hrs to 1500hrs Mon – Fri)
- Other assignments may be required by immediate superior

REQUIREMENTS

- Able to communicate and write simple English
- Proficient in MS Word and MS Excel

To apply, please email to recruitment@polarpuffs.com.sg.

We thank all applicants and regret that only shortlisted candidates will be notified.