



St. Andrew's Autism Centre (SAAC) is an integrated centre for the education, training, and care of persons with autism and their families.

We operate a special school for children and youths diagnosed with autism from seven to 18 years old, and a Day Activity Centre (DAC) for the adults aged 19 years and beyond with moderate to severe autism.

In 2015, the Ministry of Social and Family Development appointed SAAC to co-develop and operate a home for adults with autism. Located at Compassvale Bow, St. Andrew's Adult Home (Sengkang) [SAAH (Sengkang)] will ready by end 2018. It will be Singapore's first residential facility designed and built to meet the needs of adults with autism.

We invite interested and qualified persons to join us to meet the physical, social, emotional and spiritual needs of our students/ adult clients and residences; to provide behavioural support, life skills training, family support and public education.

SAAC and SAAH seek to enable people with autism to lead dignified and meaningful lives.

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Ref: SAAH\_OPSSUP201805

## **PROCUREMENT CUM OPERATIONS SUPPORT EXECUTIVE ST. ANDREW'S ADULT HOME (SENGKANG)**

### **JOB DESCRIPTION**

- Execute end to end procurement operations according to the procurement policy and procedures
- Ensure all activities through the procurement cycle are in compliance with the procurement policies to reinforce vigilant practices throughout the SAAH/ DAC
- Assist Operations Support Manager in setting up and managing supplier/vendor selection process and criteria
- Source and ensure the products and services are bought at the most competitive price without compromising quality and on-time delivery
- Process request for purchases of products and service in the SAAH/ DAC
- Implement cost efficient and effective purchasing strategies and conduct regular vendor audit to ensure service standard for term-contracts are maintained
- Responsible for planning, sourcing and purchasing of goods and services for the SAAH/ DAC
- Assist in the crafting of the tender specifications in accordance to SAAH/ DAC needs and serve as lead negotiator with potential suppliers/vendors
- Be constantly on the lookout for cost efficiency in day-to-day operations through smarter procurement
- Manage quotations and tenders which include publication of invitation to quotation (ITQ) and Invitation to Tender (ITT), and reviewing of award recommendations
- Ensure adequate record keeping of inventory and manage all procurement related documentation for audits
- Support other operations & admin matters including fire & safety, security, vehicle management etc. when necessary.
- Any other duties as may be assigned from time to time



## **JOB SPECIFICATIONS**

- Diploma holder, preferably in procurement with at least 2 years of relevant working experience in procurement
- Candidate with supervisory skills will be of advantage
- Good experience and hands-on experience in handling tenders
- Strong negotiation skills, organised, resourceful, meticulous with good interpersonal and communication skills
- PC literate and proficient in Microsoft Office applications

Remuneration and point of entry will commensurate with qualifications and experience. Interested applicants, please send your resume and relevant supporting documents to: [careers2@saac.org.sg](mailto:careers2@saac.org.sg).

All applications will be handled with strict confidence. We regret that only short-listed candidates will be notified.