

*ALKEM is Now Recruiting.....*



## **- Purchasing Officer/Admin Assistant-**

**Alkem, a leading publisher, educational books, training kits and educational materials distributor is now looking for a Purchasing Officer/Admin Assistant**

**We are looking for a dynamic and self motivated young adult to fulfill the following responsibilities:**

- To issue Purchase orders to our Publishers and Suppliers
- To Keep Track of Incoming Shipment/Orders
- To negotiate with Publishers on case to case basis
- To Provide Status Report
- General Administration and documentation work
- Assist in the preparation for quotations
- Customer Service and enquiries

**For the above, you should have:**

- Min O-level.
- Proficient in Microsoft Office (Words, Excel etc)
- Able to operate the PC and reasonable typing speed
- Presentable, Outgoing & Positive Attitude
- Well versed in written and spoken English Language
- Sociable with strong interpersonal and communication
- Applicants must be willing to work in West Coast area
- Experience in using BookMaster/AS400 Applications or from book trade is an added advantage

**This is a Temporary Position (5 to 6 months) with the option to extend on a monthly basis**

**To join our dynamic company, please email your resume and expected pay to [HR@alkem.com.sg](mailto:HR@alkem.com.sg) or snail mail to:**

**Alkem Company Singapore Pte Ltd  
1, Penjuru Close Singapore (608617)**

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