



The Tanglin Club was founded in 1865 and is prominent among the established private members' clubs in Singapore. We are now looking for an individual to work with the Purchasing Department.

Purchasing Assistant (Part-time/Contract)

Responsibilities:

- Generates purchase orders
- Liaises with suppliers through various platforms such as calls, fax and email
- Liaises with Culinary and Receiving Team to ensure prompt deliveries
- Other responsibilities to be assigned as required

Requirements:

- Basic knowledge of Microsoft Office
- Able to commence in mid-November

Interested applicants, kindly walk in for an interview at the address below on weekdays during office hours (avoiding lunchtime):

Human Resource Department
Tanglin Club
5 Stevens Road
Singapore 257814
Tel: 6622 0543

Alternatively, please submit a comprehensive resume with your expected salary to:

financerecruit@tanglin-club.org.sg