



**DEPARTMENT:** Procurement

**TITLE:** Procurement Officer

**JOB PURPOSE:**

To purchase the different requirements of all the departments in the organization, by following the established policies and procedures.

**MAIN DUTIES:**

- Obtaining offers for purchases as per the procurement procedure.
- Acts in accordance with the applicable security directives and procedures.
- Preparing / reviewing material requisitions and purchase orders as necessary.
- Opening LCs and initiating wire transfers under the supervision of the Head of Support
- Following up and updating daily the status of the incoming shipments.
- Ensuring that all documents pertaining to incoming shipments are received prior to the goods arrival to port of entrance.
- Assisting in the evaluation and revaluation of suppliers.
- Updating the Approved Vendor's list as appropriate.
- Calculating tariffs, duties.
- Carrying out periodical market research to ensure that the products purchased by the company are priced according to the market.
- Suggesting new suppliers and / or substitute products.
- Inviting tenders, consulting with suppliers and reviewing quotations.
- Establishing delivery schedules, monitoring progress and contacting clients and suppliers to resolve any problems.
- Carrying out supplier contract reviews.
- Responsible for carrying out negotiations with suppliers.
- Writing, reviewing, and/or negotiating grants, contracts and/or agreements.
- Reviewing and/or inspecting work for quality, accuracy, and completeness.
- Coordinating and/or acting as a liaison between work units and other agencies, work units, organizations, suppliers, etc.
- Monitoring frequency of purchases and recommending possible options to increase effectiveness of purchasing power.
- Directing and maintaining documentation required for all purchases processed through the procurement unit.
- Participating in the development and implementation of goals, objectives, policies, and priorities for assigned programs.
- Abiding by all company policies & procedures, including ISO 9001:2000 requirements.
- Undertaking any other tasks as may be required by the Head of Support.

## **EXPERIENCE AND EDUCATION:**

- Bachelor degree in Business, Economics, or Finance
- Min. 2 years' experience in the field of procurement

## **CORE COMPETENCIES:**

- Negotiating skills
- Fluency in written and spoken Arabic and English
- Good communication skills
- Proficiency in Excel, and Word
- Detail oriented
- Communication skills
- Cost reduction oriented
- Ability to work in a cross-functional team
- Problem solving skills
- Team work skills
- Customer care skills

**REPORTS TO:** Head of department