



## **JOB DESCRIPTION**

### **JOB DETAIL**

#### **Job Summary:**

Assistant Manager, will be responsible for carrying out the administration function of the corporation as per the set policies and guidelines, as independently and transparently as possible under the guidance of the Director of Operations.

#### **Job Duties:**

- Assist the Manager in managing the procurement process including preparing request forms, collecting quotation, and preparing Purchase Orders
- Ensure that the preparation of Purchase Orders for relevant procurements is in alignment with procurement policy, approved budget, internal processes, and procedures.
- Review requisition orders and verify specifications for requested goods and services from relevant departments.
- Compare prices, specifications, delivery dates and quality to determine the best offer among potential suppliers.
- Responsible for negotiating with external parties to secure the most advantageous terms and conditions for the corporation.
- Monitor and evaluate supplier performance, according to an appropriate service level agreed, on a continuous basis.
- Keep track of all goods and services ordered and received in a systematic manner.
- Ensure inventory records are maintained accurately, and release stock items to staff when required.
- Keep track of all contracts entered with BCC and ensure that the execution of assignments is in compliance with procurement rules.
- Oversee the maintenance and upkeep of all the business operations, including managing vendors and contractors as needed.
- Manage the purchasing process for office supplies and equipment, ensuring that inventory levels are maintained, and orders are fulfilled in a timely manner.
- Manage the asset management function, including tracking and maintaining inventory, overseeing the maintenance and upkeep of equipment and facilities, and ensuring compliance with all relevant policies and SOPs.
- Follow and enforce the company's procurement policies and procedures at all times.

#### **Additional Responsibilities:**

- Perform other work-related duties assigned by the Business Center Corporation.