

Registration Number: C01192020

Ref. Number: MSS-JV/2023/020

Date: 14<sup>th</sup> May 2023

**JOB OPPORTUNITY**

Position Name	Procurement Officer
No. of Position	1
Worksite / Department	STO Trade Center / 2 <sup>nd</sup> Floor
Salary	<ul style="list-style-type: none"> <li>• Net Salary Range: Negotiable</li> <li>• Health insurance will be provided after probation</li> </ul>
Job Responsibilities	<ul style="list-style-type: none"> <li>• Managing the procurement process including preparing request forms, collecting quotation, and preparing Purchase Orders</li> <li>• Ensure that the preparation of Purchase Orders for relevant procurements is in alignment with procurement policy, approved budget, internal processes, and procedures.</li> <li>• Review requisition orders and verify specifications for requested goods and services from relevant departments.</li> <li>• Compare prices, specifications, delivery dates and quality to determine the best offer among potential suppliers.</li> <li>• Responsible for negotiating with external parties to secure the most advantageous terms and conditions for the corporation.</li> <li>• Monitor and evaluate supplier performance, according to an appropriate service level agreed, on a continuous basis.</li> <li>• Keep track of all goods and services ordered and received in a systematic manner.</li> <li>• Ensure inventory records are maintained accurately, and release stock items to staff when required.</li> <li>• Keep track of all contracts entered MSS and ensure that the execution of assignments is in compliance with procurement rules.</li> <li>• Oversee the maintenance and upkeep of all the business operations, including managing vendors and contractors as needed.</li> <li>• Manage the purchasing process for office supplies and equipment, ensuring that inventory levels are maintained, and orders are fulfilled in a timely manner.</li> <li>• Manage the asset management function, including tracking and maintaining inventory, overseeing the maintenance and upkeep</li> </ul>

	<p>of equipment and facilities, and ensuring compliance with all relevant policies and SOPs.</p> <ul style="list-style-type: none"> <li>Follow and enforce the company's procurement policies and procedures at all times.</li> </ul>
Required Qualifications	<ul style="list-style-type: none"> <li>Bachelor's Degree in a related field and 02 Years of Work Experience</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>O' Level and 05 Years of Relevant Work Experience</li> <li>Strong project management and organizational skills, including the ability to manage multiple campaigns and projects simultaneously.</li> <li>A strong attention to detail and the ability to think creatively to solve problems.</li> <li>Strong organizational and time-management abilities</li> <li>Excellent communication and people management skills</li> </ul>
Deadline	24 <sup>th</sup> May 2023/ 1400hrs
How to Apply	<p>Interested candidates may send the following documents to our email <a href="mailto:info@stateshipping.mv">info@stateshipping.mv</a></p> <ol style="list-style-type: none"> <li>Cover letter</li> <li>Copy of ID card</li> <li>Copies of academic certificates</li> <li>CV</li> <li>Copies of reference letter by previous employers</li> </ol> <p>For further clarifications you may contact us on +960 3029200.</p>