

JOB DETAIL

Job Summary:

Manager, Procurement will be responsible for carrying out the procurement function of the corporation as per the procurement policy and guidelines, as independently and transparently as possible under the guidance of the Director of Procurement.

Job Tasks:

- Lead and optimize the complete procurement process, from initiation and request forms to meticulous evaluation of quotations, ultimately drafting precise and compliant Purchase Orders.
- Ensure Purchase Orders align seamlessly with the procurement policy, approved budget, and internal processes, maintaining strict adherence to established procedures.
- Conduct thorough reviews of requisition orders, verifying specifications, and collaborating closely with relevant departments to meet the demands for goods and services.
- Conduct comprehensive assessments of potential suppliers, evaluating factors such as prices, specifications, delivery timelines, and quality to secure the most advantageous offers for the corporation.
- Engage in effective negotiations with external parties to secure favorable terms and conditions, contributing to the overall financial health of the organization.
- Implement a robust system for monitoring and evaluating supplier performance, ensuring continuous alignment with agreed service levels and quality standards.
- Maintain systematic records of all ordered and received goods.
- Oversee the entire contract lifecycle, ensuring compliance with procurement rules in the execution of contracts entered with BCC, and monitoring the effective fulfillment of assigned tasks.
- Supervise and support staff involved in arranging logistics to various locations, promoting efficiency and adherence to established protocols.
- Uphold and consistently enforce the company's procurement policies and procedures to maintain a culture of compliance and integrity across the organization.
- Proactively identify opportunities for process improvements within the procurement function, implementing strategies to enhance efficiency and cost-effectiveness.
- Collaborate with cross-functional teams to assess and address evolving procurement needs, contributing to the overall strategic goals of the corporation.

Additional Responsibilities:

- Perform other duties that fall within the competency and responsibility of the position or assigned by supervisor