

JOB DESCRIPTION

Job Summary:

Senior Officer - Procurement, will be responsible for carrying out the procurement function of the corporation as per the set policies and guidelines, as independently and transparently as possible under the guidance of the Director of Procurement.

Job Tasks:

- Senior Officer is required to manage 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.
- 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.
- Follow and enforce the company's procurement policies and procedures at all times.
- Perform other duties that fall within the competency and responsibility of the position or assigned by supervisor.

Additional Responsibilities:

- Perform other duties as assigned which are in the best interest of the Company