

JOB VACANCY

HDC(161)-HRM/IU/2021/646
30th December 2021

Assistant Officer **Procurement & Warehouse Management**

MINIMUM QUALIFICATION & REQUIREMENT

- A'Level 3 Passes (**OR**)
- O'Level 5 Passes (Including Dhivehi & English) with minimum 2 years' relevant experience in the field.

OVERALL SCOPE

Carry out the work of procuring items/equipment's or any services required by the Corporation as per the Procurement policy of the Corporation.

SCOPE OF WORK

- Receive Purchase Requisitions from departments and check whether the forms are properly filled.
- Obtain quotations for the goods to be purchased and make comparisons.
- Preparation of purchase order / work order.
- Source, select and negotiate for the best purchase package in terms of quality, price, terms, deliveries and services with suppliers.
- Perform buying duties when necessary.
- Monitor and co-ordinate deliveries of items between suppliers (local and overseas) and make arrangements for goods to be delivered.
- Coordinate with user departments and suppliers in the purchasing scope of work for projects assigned.
- Respond to customer/supplier inquiries regarding order status, changes, or cancellations.
- Compare suppliers' bills with bids and purchase orders in order to verify accuracy.
- Coordinate Custom clearance work for the goods received from overseas and ensure that company does not incur any fine or damages.
- Acquire updates on placed Orders and pending Purchase Requisition requests from other departments.
- Ensure that complete sets of documents are passed to Finance Department to ensure timely payments.
- Maintain all the records to ensure that procurement processes, decisions, and contractual agreements are accurately documented. Such documents include Pos, WOs, Tender Documents, Vender Forms, etc.
- Deal with updates and manage daily correspondences.
- Assist with managing the administrative process throughout the duration of the preparation of the all documentation until the award of the contract.
- Assist in achieving specific procurement objectives assigned on an annual basis.
- Record meeting minutes of the department and follow-up on the issues raised and maintain filing system.

JOB SKILLS AND SPECIFICATIONS

- Knowledge of basic buying and purchasing practices.
- Knowledge of Administration and Clerical work.
- Should be familiar with Microsoft office package and any other work relevant software.
- Should be able to work as an individual and as a flexible team player.
- Strong communication skills (verbal as well as written).
- Should be able to priorities tasks and manage one's own time effectively.
- Strong interpersonal skills.

SALARY PACKAGE

Gross Salary of MVR 13,000.00

REQUIRED DOCUMENTS

- Accredited certificates,
- Job reference letters
- NID card or Driver's License
- Police Report

Apply via: <https://jobs.hdc.com.mv>

Deadline: 06th January 2022, 14:00hrs

For Further Information: 3353535 or call center hotline: 1516