



## **JOB DESCRIPTION**

### **JOB DETAIL**

#### **Job Summary:**

Responsible for carrying out the procurement function of the corporation as per the procurement policy and guidelines, as independently and transparently as possible.

#### **Job Tasks:**

- Manage the procurement process including preparing request forms, collecting quotation and preparing Purchase Orders
- Ensure that the preparation of Purchase Orders for relevant procurements are 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 in order to determine the best offer among potential suppliers
- Be 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
- Maintain and update a register of suppliers and their qualifications, delivery times and their performance
- 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 into with BCC and ensure that the execution of assignments is in compliance with procurement rules
- Assist staff in arranging logistics to various locations
- Follow and enforce the company's procurement policies and procedures at all times

#### **Additional Responsibilities:**

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