



هِ عُرَبُ سُمْعُ مِرَ مُؤَمِّدُ وَمَا مِرْدُ وِقًا 1 وَمَرَ وَمَّدُورِهُ (A)، مُرَاءُ وَدُ، 20212 قَرْدُ وَمُرْدُودُ

Business Center Corporation, M.Kaneeru Villa, First Floor (A) Orchid Magu, 20212 , Male' City, Republic of Maldives

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 under the guidance of the Director of Operations.

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
- 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
- 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
- Oversee the 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