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Job Title:

Procurement and Logistics Officer

Duties and Responsibilities:

- Communicates and coordinates regularly with all appropriate employees from different divisions to maximize the effectiveness and efficiency of interdepartmental purchasing operations and activities.
- Maintain and update manual and computerized filing and registration systems, and compile and prepare reports and documents relating to purchasing activities.
- Maintains the files as mentioned in the list of quality records.
- Follow up public relation officer to assure issuing visas, resident permit and other related documents.
- Responsible for all the insurance policies issued for the company.
- Develops proposals and specifications for purchases of goods and services.
- Coordinate activities of personnel engaged in buying materials, equipment, machinery and supplies.
- Analyzes bid results for quality and cost effectiveness considerations.
- Answers information requests from other ACTS departments regarding existing purchasing procedures.
- Analyzes market and delivery systems in order to assess present and future material availability.
- Ensures all purchasing is performed with a strict adherence to current ethical Procedure.
- Keeps immediate supervisor and designated others fully and accurately informed concerning procurement progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Responds to customers' questions and comments in a courteous and timely manner.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Controls purchasing Division petty cash and reports it accurately and timely to accounting.
- Assists in Development and implementation purchasing and contract management instructions, policies, and procedures.
- Participates in the development of specifications for equipment, products or substitute materials.
- Prepares reports regarding market conditions and merchandise costs.
- Resolves vendor or contractor grievance, and claims against suppliers.
- Reviews purchase order claims and contracts for conformance to company policy.
- Locates vendors of materials, equipment or supplies, and interviews them in order to determine product availability and terms of sales.
- Maintains records of goods ordered and received.
- Prepares and processes requisitions and purchase orders for supplies and equipment.
- Obtains and sees to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Performs other directly related duties consistent with the role and function of the classification.
- Prepares the purchase requests with the requesters.
- Analyzes the purchase requests as per the procedure of purchasing.



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- Prepares purchase orders and ensure that the technical details and the payment terms are clearly mentioned on the purchase order.
- Checks, with the requester, the conformity of product/service purchased versus the purchase order
- Fills the delivery note and sends copy to the accountant with the invoice.
- Maintains and updates the list of approved suppliers.
- Maintains and updates suppliers' records.
- Ensures the proper maintenance of the various machines and Equipment used throughout the corporation.
- Other duties as assigned.

Education and Experience:

- Bachelor's Degree or equivalent with minimum 05 years related experience.

Skills:

- Ability to interpret documents such as operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Strong interpersonal skills.
- Ability to work under pressure in a fast-paced environment.

Computer Skills:

Internet software, Outlook, E-mail, MS office, Inventory and database software.