

Procurement Assistant- Post 1

Duties and Responsibilities:

- Actively engage in sourcing the material or services in the market.
- Arrange for bid opening/closing meetings, inventory management and contract renewals.
- Assist in drafting quotations/bid documents, need assessment, budgeting and identifying auction-able items. Handle procurement activities in compliance of Procurement Manual and PPRA.
- Strictly follow timelines mentioned in Annual Procurement Plan. Coordinate with vendors to obtain information regarding shipping status of orders or special orders placed by department.
- Count, sort, check and record in incoming material or services; verification against requisitions, shipping notices or invoices.
- Draft minutes of meetings and coordination with purchase committee members.
- Track record of procurement files, register and all related correspondence.
- Assist line manager in day to day job of the procurement section.

Minimum Qualifications:

- Bachelor's degree in Supply Chain or relevant field from a university recognized by the HEC.

Minimum Experience:

- Four (04) years post-qualification experience in relevant domain in a Local or Multinational organizations of repute. Experience in SAP Material Module/Procurement Software's would be an added advantage.

Required Skills:

- Ability to negotiate contracts
- Ability to multitask, prioritize, and manage time efficiently
- Accurate attention to detail
- Ability to work well with management and staff at all levels
- Technology Savvy
- Relationship Management

Maximum Age:

- 40 years