

Procurement Assistance

Job Title	Procurement Assistance		
Division	Finance		
Department	Finance		
Section	Finance		
Location	IBU-UAE	Direct Reports	
Reports To	Manager-Finance	Version Number	1
External Relations	Vendors, 3rd Party	Guide Number	
Internal Relations	Operations, HR & Admin, ITD	Job Code	

Basic Function

Performing various purchases functions for UAE, monitoring operational supplies and stationary stock, receiving purchase requests from all departments for stationary/ Office equipment / asset/ repair-maintenances items for office etc. Fully understand, drive and promote SMSA vision, culture and values.

KEY Responsibilities

Core

- Performing all the procurement related functions for SMSA UAE.
- Processing the purchase requisition (PR) received from all departments for stationary/ Office equipment/ asset/ repair-maintenances items etc.
- Ensuring that all the PR are supported with minimum SMSA compliance requirement and all the vendor quotation have reasonable validity at the time of evaluation
- Conduct necessary due diligence on service provider(s) and ensure that they're financially and operationally competent to fulfil SMSA requirement.
- Understanding the scope of PR and completely understand the business operational requirement to enable SMSA to on-board best available service provider.
- Requesting and receiving quotations from service provider as and when required.
- Negotiating purchasing agreements terms and condition and ensuring that best price and best service provider is being selected.
- Preparing various quotations comparison reports and submitting to Finance Manager.
- Getting necessary approvals for processing PR and Purchase orders (PO).
- Coordinating at necessary levels for getting approvals.
- Receiving purchased items and ensuring that service provider fulfilled service level as per PO.
- Tallying the quantity, checking the quality and ensuring that delivery terms are met by service provider.
- Forwarding invoices to accounting team with appropriate supporting documents for processing payments.
- Coordinating with accounting team to make sure that payment to service provider is done on time as per agreed credit terms.

- Administering the filling process and ensure that the file register is accurate and maintained as per SMSA requirement.
- Developing closer supplier relationships and keeping updated supplier data/contact details in excel format.
- Maintain stock list for all kinds of supplies and consumption records by departments in excel.
- Performing the yearly supplies physical inventory.
- Perform & assist in adhoc and special assignments as and when required.
- Vendor records shall be kept up-to-date along with supporting documents and summary in excel

General

- Coordination, timely follow up and communication with external and internal customers to resolve the issues.
- Maintaining a high level of integrity and accuracy with regards to all the company financial transactions and contract negotiation with service provider.
- Ensure that overall department and SMSA Corporate goals are met.

EHS

- Understand and adhere to the company's environmental and safety policies.
- Regularly attend safety training and awareness sessions.
- Always use personal protective equipment (PPE) where required.
- Immediately report any environmental or safety concerns.
- Actively participate in emergency drills and respond as trained.
- Be aware and comply with all legal requirements related to environmental health and safety.
- Encourage colleagues to adopt safe and environmentally friendly practices.
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Competencies - Professional and Technical	
Behavioral Competencie	
Adaptability	Level 3
Analytical Thinking	Level 3
Communication	Level 3
Conflict Management	Level 2
Continuous Learning	Level 3
Influence	Level 2
Initiative	Level 3
Networking/Relationship building	Level 2
Planning & Organizing	Level 3
Teamwork	Level 3
Technical Competencie	
Compliance Management Knowledge	Intermediate
Database Management Knowledge	Intermediate
Learning & Development Knowledge	Intermediate
Liaising and Negotiating knowledge	Beginner
Management of Health & Safety Knowledge	Intermediate
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate
Total Quality Management Knowledge	Intermediate
Competencies – EHS	
Knowledge of basic environment health and safety requirements EHS corporate objectives awareness Awareness of EHS requirements in the QEHS management systems Have attended EHS awareness training (if applicable) Awareness of Environment Health Safety incident reporting	
Organizational Competencies	
Beginner <i>*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)</i>	
Decision Making	
The Purchase officer should be able to take the proper discussion regarding the vendor evaluation, negotiation and other related issues in the best interest of the company and department.	
Key Performance Indicators (KPIs)	
Abide by the goal setting forms (Individual KPI'S) of the current financial year	
Qualification : Education and Experience	
Diploma (Preferred specialization in their field of work) at least Two (2) years of relevant work experience, 2 years of which should be in Level-04 capacity, preferably in the same industry. <div style="text-align: center;">or</div> Certificate courses with over 3 years industry experience of which at least 2 years has been in Level-04	

position

or

Certificate courses with over 4 years industry experience of which at least 2 years has been in Level-03 position

*Note: Industry Experience wherever its applicable

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:

Updated by:	Date:	Approved by:	Date:

Employee Name:

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.

Management reserves the right to amend the Job description at any time without prior notice.

Signature:	Date: