

## Business Analyst - Purchasing Management

Job Title	Business Analyst		
Division	Finance and Procurement Division		
Department	Purchasing Department		
Section	Purchasing Management		
Location		Direct Reports	
Reports To	Purchase Supervisor	Version Number	1
External Relations		Guide Number	7008
Internal Relations		Job Code	

### Basic Function

Prepare approved purchase order, handover original PO to Finance department for supplier payment processing and PO copy for purchasing records and delivery follow up. Fully understand, drive and promote SMSA vision, culture and values

### KEY Responsibilities

#### Core

- Prepare and issue Supplier purchase orders for stationery & consumables, office equipments, fixed assets, Packaging materials etc.
- Update supplier quotations in system; determine lower quotation and select appropriate supplier.
- Prepare clear and accurate product and service descriptions for inclusion in purchase order specification.
- Obtain purchase order approvals from various departments; from Finance, verify budget accuracy; from IT, confirm equipment configuration, from Administration, check Asset availability, from Marketing.
- Confirm the design per company standards, and get final approval.
- Prepare approved purchase order handover original PO to Finance department for supplier payment processing and PO copy for purchasing records and delivery follow up.
- Collect supplier Invoice, delivery note & Goods Received Note from Inventory and submit to Finance to close the purchase cycle.
- Submit credit supplier payment request to Finance department.
- Follow up supplier payment with Finance department.
- Maintain purchase records (e.g. Purchase Orders, Annual contracts, sample materials and reports) and maintain records for appropriate retention period per company policy.
- Attend meetings as required for the purpose of conveying or receiving information related to the purchase department.
- Respond to requestor inquiries related to current status of purchase request, purchase order and delivery.
- Contact suppliers by telephone or mail to obtain quotations on price, terms and delivery schedules; when necessary.

- Perform price/cost analyses and assess the quality and suitability of supplies, materials and equipment; recommend alternate products;
- Conducts studies, when necessary, to determine new or better sources of supply for products and commodities within areas of assigned responsibility
- Performs other assignments as required

#### General

- Coordinate with related department to solve any issues.

#### EHS

- Coordinate and Participate in the departmental EHS system activities including hazard identification, safety awareness and procedures implementation, waste management, environmental aspects identification, and EHS audits
- Actively participates in the development and implementation of EHS objectives & programs
- Participates in the emergency response plan
- Actively participates in the EHS audits / inspections. Take a major role in incident reporting & investigation
- Coordinate and participate in the paper and other recycling programs

#### Business Continuity

- Attend and actively participate in all business continuity training and awareness programs.
- Understand the facility's business continuity plans and procedures.
- Act according to the emergency response procedures during drills and actual events.
- Report any observed risks or potential threats to the continuity of operations to the designated officer.
- Adhere to data protection policies to ensure the integrity and confidentiality of sensitive information.
- Acknowledge roles and responsibilities during an incident to ensure effectiveness by understanding the business continuity programme.
- Recognize an incident or crisis.
- Alert incident or crisis responders (including emergency responders as appropriate).
- Escalate action to the incident or crisis management team.
- Respond appropriately to specific threats.
- Respond appropriately when evacuated from the site.

Competencies - Professional and Technical	
Behavioral Competencie	
Adaptability	Level 2
Analytical Thinking	Level 1
Continuous Learning	Level 3
Stress Management	Level 2
Teamwork	Level 1
Technical Competencie	
Liaising and Negotiating knowledge	Intermediate
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate
Procurement Management Knowledge	Intermediate
SMSA System (CORE, ERP, SDM, SAM, INFINITY, SPOT, POS, Sibel, Courier application, e	Beginner
Vendor 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	
Intermediate <i>*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)</i>	
Decision Making	
Key Performance Indicators (KPIs)	
Abide by the goal setting forms (Individual KPI'S) of the current financial year	
Qualification : Education and Experience	
Bachelor's Degree (Preferred specialization in their field of work). (Those in finance/ accounting jobs must be a CPA or equivalent.), Post graduate degree an advantage. At least four (4) years of relevant work experience, 2 years of which should be in Supervisory capacity, preferably in the same industry. or Diploma, certificate courses with over 4 years industry experience of which at least 2 years has been in Level-05 position or Diploma, certificate courses with over 5 years industry experience of which at least 2 years has been in Level-04 position  *Note: Industry Experience wherever its applicable	

Date Of Release

<b>Prepared By:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>	<b>Endorsed by:</b>

<b>Updated by:</b>	<b>Date:</b>	<b>Approved by:</b>	<b>Date:</b>

<b>Employee Name:</b>

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.

<b>Signature:</b>	<b>Date:</b>