

Executive - Purchasing Management

Job Title	Executive		
Division	Finance and Procurement Division		
Department	Purchasing Department		
Section	Purchasing Management		
Location		Direct Reports	
Reports To	Supervisor	Version Number	1
External Relations		Guide Number	7009
Internal Relations		Job Code	

Basic Function

Performing various regional purchases functions, Handling Stationary stock and Receiving purchase requests from all departments for stationary/Office equipments /asset/Repair-maintenances items for office etc. Fully understand, drive and promote SMSA vision, culture and values.

KEY Responsibilities

Core

- Performing various area Provinces purchase functions.
- Receiving purchase requests from all departments for stationary/Office equipments/asset/Repair-maintenances items for office etc.
- Processing purchase requests for all the departments.
- Requesting and receiving quotations from suppliers.
- Negotiating purchasing agreements.
- Preparing various quotations comparison reports and submitting to Finance Manager.
- Getting necessary approvals for processing Purchase orders.
- Coordinating with Finance manager for forwarding request to Riyadh HQ for getting Approvals.
- Placing various purchase orders to Supplier.
- Receiving purchased items.
- Tallying received item quantity and rechecking supplier invoices.
- Forwarding invoices to accounting Supervisor for processing payments.
- Releasing payment while coordinating with Cashier to supplier and obtaining complete receipts.
- Keeping complete payments records and filing system.
- Developing closer supplier relationships.
- Keeping updated supplier data/contact details in excel format.
- Handling Stationary stock.
- Controlling Stationary stock supplies for all the departments.

- Monitoring Stationary item availabilities in the stock.
- Monitoring actual stationary consumptions for all the departments.
- Preparing analyses reports on stationary usages and forwarding to Regional Finance Manager for future references.
- Monitoring closely payment of all the Stationary items/Equipments and office repair maintenance and
- Ensuring cost effective expenditure within budget and ensuring adequate approvals are granted from Regional/Higher Finance Management for large/unbudgeted transaction.
- Carry out any additional functions assigned by the Supervisor/Region Finance Manager.
- Performs other assignments as required

General

- Coordinate with related department to solve any issues.
- Ensure proper quality and productivity offering employee coaching and development when necessary and/or required.

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 Competencies

Adaptability	Level 2
Communication	Level 1
Continuous Learning	Level 1
Networking/Relationship building	Level 1
Stress Management	Level 2

Technical Competencies

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

**Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)*

Decision Making

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.
or

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: