

## Manager - Purchasing Management

Job Title	Manager		
Division	Finance and Procurement Division		
Department	Purchasing Department		
Section	Purchasing Management		
Location	Head Office	Direct Reports	Purchase Supervisor
Reports To	Finance Director		Version Number 1
External Relations			Guide Number 7010
Internal Relations			Job Code

### Basic Function

The purchasing manager will increase company profitability and management satisfaction by purchasing materials in a timely manner and at the lowest cost. The purchasing manager will coordinate vendor activity and negotiations, and analyze trends in vendor pricing.

### KEY Responsibilities

#### Core

- Manage all aspects of purchasing, providing consistency in carrying out the goals and objectives of the purchasing function; determines need for corrective actions on addressing matters outside normal operating procedures.
- Research, develop, and recommend vendor commodities and services, determine supplier products and assure lowest total cost, best quality and service are met.
- Administer and authorize purchasing process setup by Finance Department; including approval setup, budget assignment, instruction and assistance on this process; monthly review of items purchased for potential abuse.
- To ensure professional supplier management is applied across the supply base, taking responsibility for a number of suppliers and ensuring their performance is maintained and where possible improved.
- Convert requisitions; issue purchase orders; approve ordering; distribute purchase orders to the appropriate Purchasing staff.
- Manage open purchase orders, assure timely low cost delivery and investigate problem receiving when appropriate.
- Cultivate & maintain positive vendor relations to achieve maximum cost savings, optimal performance & quality standards.
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.
- To prepare and present supply strategies for products which ensure an ongoing delivery of Quality Product with a secure but cost competitive supply in support of the business.
- Establish and implement purchasing strategies, policies, and procedures.

#### HR

- Monitor/measure staff performance.

- Recommended promotions for employees who consistently exceed performance expectations and satisfy other requisite criteria.

## Team

- Monitor purchasing staff and ensuring completion of overall daily purchasing related tasks.
- Evaluate staffing levels and skills. Set goals for department and track progress.
- Ensure efficient and effective flow of the purchasing process within SMSA.

## General

- Overall supervision of SMSA purchasing operations.
- Review and recommend changes in purchasing policies and procedures.
- Monitor and set up appropriate systems to measure achievements against KPI.
- Ensure that Procurement Policies and Procedures are effectively implemented.
- Coordinate with related department to solve any issue of accounting.
- Ensure proper filing of purchasing records and documents in safe conditions and in a manner of that facilitate ease of retrieval of these documents as and when needed.

## EHS

- Ensuring that all safety related equipment and systems, particularly fire fighting, alarm,, emergency lights and similar equipment are identified, listed and scheduled as part of the preventive maintenance program, and that they remain in safe & good operational condition at all times
- Coordinating with maintenance staff concerning occupational health & Safety, and environmental management
- 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
- Overseeing and monitoring all the work activities in order to make sure that work and job related hazards are identified and the work is being performed safely, following the OHS system / rules, and considering the environmental management principles
- Coordinating with the Maintenance Engineer / contractor regarding the execution of the preventive/corrective maintenance activities
- Actively participates in the development and implementation of EHS objectives & programs, and lead EHS audits / inspections. Take a major role in incident reporting & investigation
- Participates in the emergency response plan, development, and in conducting emergency drills
- 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, communication & management
- Planning and supervising the EHS awareness and training activities and ensuring competence of all personnel
- Supervising the EHS internal audits, inspections, and corrective / preventive actions effectiveness

## Business Continuity

- Ensuring that the BC plan (or plans) adequately delivers the organization's BC capability and meets the BC requirements.
- Communicating the implications of departmental changes that may impact the BCMS.
- Collecting information for and completing the BIA.

- Identifying and acknowledging supply chain priorities.
- Developing, implementing, and maintaining departmental procedures on behalf of the plan owner.
- Conducting and participating in exercises.
- Maintaining the departmental BC documentation. Liaising with the BC managers.
- Developing, coordinating, and facilitating the BCMS. This includes developing analysis and BC plan templates.
- Facilitating and coordinating the BIA, risk and threat assessment (related to prioritised activities), strategy and solutions planning, BC plans and testing throughout the organization.
- Ensuring maintenance of the BCMS on a periodic basis as well as whenever it is appropriate.
- The effective use of resources and procedures within the BCMS, such as systems, tools, and response and recovery procedures.
- Making recommendations, removing roadblocks, and reporting to top management

## Competencies - Professional and Technical

### Behavioral Competencie

Adaptability	Level 2
Communication	Level 1
Creative Thinking	Level 1
Teamwork	Level 1

### Technical Competencie

Liaising and Negotiating knowledge	Advanced
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Advanced
Procurement Management Knowledge	Advanced
Vendor Management Knowledge	Advanced

### 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

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### Key Performance Indicators (KPIs)

Abide by the goal setting forms (Individual KPI'S) of the current financial year
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### Qualification : Education and Experience

Bachelor Degree in Business Administration
MBA (Preferable)

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.

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