

Supervisor - Purchasing Management

Job Title	Supervisor		
Division	Finance and Procurement Division		
Department	Purchasing Department		
Section	Purchasing Management		
Location		Direct Reports	Purchasing Analyst
Reports To	Director Finance		Version Number 1
External Relations			Guide Number 7011
Internal Relations			Job Code

Basic Function

Supervising staff responsible for Purchasing activities and overseeing operations of the Purchasing Department. Purchasing high quality supplies, materials, and equipment in accordance with company procedures. Negotiate, finalize agreements with potential vendors, and provide training and evaluation of assigned personnel. Fully understand, drive and promote SMSA vision, culture and values.

KEY Responsibilities

Core

- Direct activities and operation of the purchasing department (e.g., purchase requests, purchase orders, work flow) for the purpose of ensuring that assignments are completed in a proper and timely manner.
- Analyze and review cost comparisons to determine appropriate vendor.
- Serve as liaison for the Purchasing with vendors and correspond with vendor Sales personnel.
- Compose correspondence, reports, and documents including researching and verifying information as required.
- Perform Purchasing activities and operations of the Purchasing Department.
- Ensure purchase of high quality supplies, materials, and equipment in accordance with company procedures.
- Negotiate and finalize rates and Credit Agreements with potential vendors.
- Coordinate and finalize overseas suppliers Purchase Order for the procurement of packaging supplies.
- Communicate and arrange with clearance agent for clearance upon shipment arrival at Port.
- Supervise accurate preparation of payment vouchers, receipt vouchers and journal entry vouchers.
- Manage various files and filing systems related to assigned personnel (e.g., Purchase Orders, Annual contracts, sample materials and reports) and maintain records for appropriate retention period per company policy.
- Provide timely and accurate performance reviews for supervised employees.
- Prepare, review, and verify documents, forms, and reports for the Purchasing Department.
- Prepare purchasing team performance measures, set objectives, and monitor progress; achieve Purchase Key Performance measurements.
- Formula and execute Backup/Contingency/emergency purchase plans.

- Carry out Vendor Evaluation to improve the quality and timeliness of the delivery of items.
- Attend meetings as required for the purpose of conveying or receiving information related to the purchase department.
- Carry out any additional functions assigned by the Director – Finance.
- Allocate work within normal priorities, and exercises daily control of staff.
- Gain approvals for leave, recommend disciplinary action where required, recommending increments for consistently improved productivity and performance.
- Coordinate with Inventory Management for Received Goods.
- Confirm the purchase goods quantity and quality through Received Goods Inspection Form.
- Assist with the monitoring of effective and efficient vendor delivery.
- Investigate and resolve situations with Inventory departments involving vendor problems or concerns.
- Collect Documents related to every Purchase from Inventory to close the cycle.
- Maintain records for appropriate retention period per company policy.
- Provide timely and accurate performance reviews for supervised employees.
- Prepare, review and verify documents, forms and reports for the Purchasing Department.
- Assist in the preparation of purchasing performance measures, set objectives and monitor progress; achieve Purchase Key Performance measurements.
- Maintenance contracts to be studied and executed.
- Backup/Contingency/emergency purchase plans to be formulated and executed.
- Carry out Vendor Evaluation to improve the quality and timeliness of the delivery of items.
- Attend meetings as required for the purpose of conveying or receiving information related to the purchase department.
- Carry out any additional functions assigned by the Director Finance.
- Provide financial information to internal auditors/higher finance management.
- Support National Manager Finance to preparation of strategy plan of department.
- Ensure internal controls are implemented within policies, procedures and purchasing standards, and appropriate external requirements/liaison.
- Ensure collective high standards of performance from the team, communicating/ allocating work requirements, priorities, expectations and responsibilities.
- Monitor standards and timely production of reports generated by accountant team.
- Coordinate to solving any issues relating to payments/approval per company policy/procedures and budgets.
- Perform other assignments as required.
- Monitor purchase staff daily activity.
- New supplier source

HR

- Monitor/measure staff performance.
- Recommend promotions for employees who consistently exceed performance expectations and satisfy other requisite criteria.

Team Supervision

- Supervise accounting staff and ensuring completion of overall daily purchasing related tasks.
- Supervise maintenance of various files and filing systems related to assigned personnel (e.g., Purchase Orders, Annual contracts, sample materials and reports)
- Follow up on preparation of monthly bank statements.
- Guide/train team members on work procedures and systems.

General

- Overall supervision of SMSA purchasing operations.
- Assist with the development and implementation of SMSA Purchasing Policies and Procedures.
- Review and recommend changes in purchasing policies and procedures.
- Supervise adherence of purchasing policies and procedure.
- Coordinate with related department to resolve any purchasing issues.
- Ensure the staff operates at highest level of quality and productivity and exhibit high levels of integrity and ethical behavior by offering employee coaching and development when necessary and/or required.
- Review and verify the work of assigned team of purchasing to ensure the accuracy and integrity of transactions and financial information.

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 4
Analytical Thinking	Level 3
Communication	Level 2
Continuous Learning	Level 4
Initiative	Level 2
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	
<ul style="list-style-type: none"> ●Bachelor's Degree (Preferred specialization in their field of work).(Those in finance/ accounting jobs must be a CPA or equivalent.), At least four (4) years of relevant work experience, 2 years of which should be in Supervisory capacity, preferably in the same industry. or <ul style="list-style-type: none"> ●Diploma, certificate courses with over 4 years industry experience of which at least 2 years has been in Supervisory position or <ul style="list-style-type: none"> ●Diploma, certificate courses with over 5 years industry experience of which at least 2 years has been in Level-05 position <p>*Note: Industry Experience wherever its applicable</p>	

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: