

JOB DESCRIPTION



Job Title: Procurement Officer

Reports To: Chief Executive Officer

Job Overview

The Procurement Officer develops, implements and monitors policies and procedures for procurement and disposal that support business strategies, improve operational efficiency and reduces costs. He/she is responsible for safeguarding assets from inappropriate use, loss, or damage due to waste, abuse, mismanagement, errors, fraud and irregularities.

Responsibilities and Duties

- Ensure compliance with procurement and disposal policies and procedures, manages the tendering process, prepare selection/award criteria for contracts, and submit reports to the Tenders Committee as required.
- Receive and process purchase requisitions from various departments ensuring proper item descriptions, technical specifications etc.
- Source market information on prices, availability, varieties and qualities of products and services.
- Research and maintain a database of qualified suppliers and evaluate their ability to meet NEDCO's specific requirements in terms of design, performance, price, and delivery.
- Liaise with the Manager to ensure budgetary allocations are not exceeded without proper authorization.
- Develop and monitor systems to ensure secure receipt, distribution and storage of inventory to reduce costs and wastage.
- Analyze inventory usage and make recommendations to reduce costs and wastage.
- Review invoices to ensure accuracy with other procurement documents such as the delivery slip, purchase order and/or contract.
- Review purchase orders to verify accuracy for calculations, product and specifications.
- Negotiate prices, credit terms and discounts and arrange delivery schedules with suppliers.
- Prepare and submit monthly reports of costs, deliveries and performance of suppliers.
- Meet with suppliers to discuss and resolve any issues with product or service quality and recommend changing suppliers if necessary.
- Liaise with departments to provide timely feedback on the status of purchase orders and deliveries.
- Liaise with Finance to ensure timely settlement of supplier's accounts.
- Supervise and coach staff to ensure adherence to quality standards, deadlines and procedures and to correct errors or problems.
- Assist support staff in handling difficult or complex problems, and in investigating escalated complaints, disputes or queries.
- Discuss, evaluate and document job performance of support staff and provide guidance in resolving performance issues.
- Receive stock delivery from suppliers.

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- Manage the storage/retrieval of all company documents/assets lodged at the warehouse facility.

Qualifications & Experience

- Degree in Business Administration, Management, Accounts, Logistics & Supply Chain Management or a related discipline
- Chartered Institute of Purchasing And Supply (CIPS) Diploma in Purchasing and Supply
- At least three (3) years' experience in a purchasing or an accounting environment
- Working knowledge of Microsoft Office Suite

Competencies

- Evaluation - Ability to evaluate according to accepted methodologies.
- Risk Management & Assessment - Taking action to evaluate and minimize risks to the company and its employees.
- Personal Credibility - Takes responsibility for actions and shows that one is reliable and trustworthy. Is honest and does his or her fair share.
- Initiative - Ability to obtain information from several sources to address present needs.
- Ethics - Has personal and professional ethics and fosters a diverse and respectful workplace.
- Analytical Thinking - Applies logic to solve problems and get the job done.

Submit your applications to:

*Human Resource & Administration Manager, NEDCO Head Centre,
#38 New Street, Port-of-Spain*

Or via email to ***contactus@nedco.gov.tt***

All applications must be submitted on the Employment Application Form and should include the name of the position in the subject line of the email/cover letter and be submitted by no later than **January 13, 2019**.