



JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Procurement Officer	DEPARTMENT: Procurement
POSITION REPORTS TO: Senior Manager Procurement	
MAJOR JOB RESPONSIBILITIES	
<ol style="list-style-type: none">1. Receives purchase requisitions from different departments, co-coordinating with the Sr. Manager Procurement for the purchases, receives quotations, submits the bills to the Finance Department after due processing, and maintains record of the purchase orders.2. Maintains fixed assets inventory number on excel sheet3. Assist to Sr. Manager Procurement towards printing works i.e. Letterheads, Envelopes, Certificate and other stationary items..4. Maintains record of all the purchases on MS Excel sheet.5. Handles all dispatch work query and keeps the record of Courier Service & submit the bills in Finance Dept. along with their receipts.6. Keep the records of all fixed items record and maintain the inventory numbers and forwarded to admin as well for physically enter the inventory number on equipment.7. Prepare the Goods Received & Good Issued Notes.8. Handle the consumable items from request to delivery and keep the records of all items.9. Assisting Sr. Manager Procurement in making comparative statement, making entry of the completed EPR task in EPR System by mentioning the vendor bill detail in system.	
<u>PERSON SPECIFICATION</u>	
(1) Academic Qualification Required Bachelor Degree	
(2) Specific Job-related Skills Required <ol style="list-style-type: none">1. Analytical Skills2. Negotiation skills3. Problem Solving and Decision Making Skills	
(3) Specific Job-related Traits & Behaviors Required <ol style="list-style-type: none">1. Cooperativeness and Coordination	



2. Control on Cost
3. Integrity