

Job Title: Procurement co-ordinator / Buyer

Department: Operations & Supply Chain

Reports To: Operations Manager

Location: Head Office – KSA (with coordination across all Business units)

Job purpose

The procurement Coordinator is a specialist in procurement, inventory control and contract management and is responsible for the establishment and management of significant contracts for goods and services that are critical to the operations of Shared Services. The Procurement Coordinator is also responsible for providing procurement advice and inventory control suggestions and support to other lines of business within Shared Services for general procurement activities

Duties and responsibilities:

- Reporting to the Line Manager / Team Leader on all related issues like, supplier evaluation report, purchase reports, inventory movements, historical data reports of prices, products new items codes and logistics related activities.
- Check the material requirement planning (MRP) from system for all the business Units and share it with suggestions to Line Manager / Team Leader for review and Prepare the Purchase Orders and get internal approvals accordingly.
- Prepare regular reports regarding procurement activities progress. Prepares monthly / weekly reports and reviews forecast and movement and further purchasing commitments with Management of the Company.
- Responsible for evaluating, assessing and selecting vendors based on capabilities, performance and consistent quality assurance. Maintains rapport and good working relationships with vendors; keeps accurate vendor records.
- Evaluates inventory reorder levels and quantity price breaks to determine most economical purchasing of inventory and supplies in relationship to company's cost of capital.
- Expedite purchase orders as necessary and ensures delivery of purchased items for uninterrupted business flow.
- Ensure the current and timely execution of all logistic aspects including customs.
- Perform other purchasing or inventory control duties as necessary or as requested. Assist and or advice the management in sister companies procurement / inventory matters.

- Coordinate activities with all departments; work closely with Stores, Sales & Finance departments.
- Carry out Product development and enhancement wherever suitable, based on company business process in coordination with sales team and management.
- Coordination with freight forwarders, commercial responsibility, and other selection, coordinating the company shipping activities.
- Ensure information received from the suppliers relating to changes in delivery dates are communicated to the relevant internal personnel and the ERP system is updated.
- To assist in scheduling, clearing, and forwarding of shipments.
- To prepare and maintain catalogues, supply data and purchase records.
- Timely update system for incoming shipment and passing information to warehouse.
- Verification of incoming goods with purchase order in coordination with warehouse. Coordinate with Store keeper or Quality Controller (QC) if there is any mismatch on products and inform manufacturers, accordingly, take preventive measures and take corrective measures.
- Understand customer complaints and inform manufacturers to solution / replacement. Take preventive measures and take corrective measures.
- Update selling price list in ERP for all business units in coordination with Business Head as and when required, based on business process.
- Coordinate with warehouse team of Company and sister companies related to inventory, bar coding and material planning activities.
- Assist and coordinate with project team and associate companies in software related implementations as per company business process.
- Sharing and updating commercial invoice and related documents with system reference details to finance.
- Coordinate with finance regarding due payments for suppliers / contractors.
- Prepare and Develop stock product catalogues, technical data sheets and confirm certificate in coordination with sales team and management.
- Coordinate and Assist the line manager to prepare company and product brand websites.
- To keep abreast of latest developments in the field and to advise superiors accordingly for implementation of the latest systems / equipment's / items, processes and upgrades.

- To prove technical, legal / statutory, commercial inputs and assist in the implementation of all procurement systems in the organization to ensure that these are undertaken as scheduled.
- Adheres to all company policies, procedures and business ethics codes and ensures that they are communicated and implemented within the team.
- Any related activity assignment by the Line Manager / HOD

Qualifications

Education: A university degree in inventory / material / supply chain management and or any graduation with excellent PC skills.

Experience: 3+ Years of Relevant Experience

Skills:

- Result oriented, creative; possess strong interpersonal & communication skills; have entrepreneurial leanings.
- Strong attention to detail and ability to organize important contractual information and organizational (governmental) agreements
- Ability to gather and analyse information
- Ability to work within a budget and develop and implement cost saving measures
- Excellent customer service skills
- Ability to apply government acquisition regulations
- Able to organize, prioritize, and manage multiple tasks in a dynamic environment
- Ability to identify and resolve problems in a timely manner
- Effective negotiation skills
- Sound and accurate judgment
- Well-developed interpersonal and communication skills
- Computer literate, especially MS Office Suite (Word, Excel, Access, etc.)
- Ability to work in a multicultural environment with colleagues around the world and in multiple time zones