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| SECTION 1: Identifications of the Position | | | | |
| **Position:** Purchasing Officer | | **Position Code:** PR-03 | | **Position Type:** Full-Time |
| **Career Level:** Entry - Intermediate | | **Department:**Purchasing | | **Function:** N/A |
| SECTION 2: Job Requirements | | | | |
| 2.1 | **Educational Background :**  Bachelor’s Degree in Business, Supply Chain Management, Operations Research or related field | | | |
| 2.2 | **Training:**  Supply Chain Certifications such as Certified Supply Chain Professional (CSCP) or Certified Professional in Supply Management (CPSM) or Supply Chain Professional (SCPro) (added advantage) | | | |
| 2.3 | **Experiences:**  1-3 years of experience in a related purchasing function, preferably in the automotive industry | | | |
| 2.4 | **Skills:**  Computer knowledge (MSFT, ERP)  Knowledge of statistics  Familiarity with ISO requirements | | | |
| 2.5 | **Languages:**  Arabic, English, French (added advantage) | | | |
| **SECTION 3: Reporting Line** | | | | |
| **Responsible for whom:** | | | **Responsible towards whom:** | |
| - None | | | - Purchasing Manager | |
| **SECTION 4: Personal Relations** | | | | |
| **Internal:** | | | **External:** | |
| - All the departments | | | - Vendors (Suppliers, Shipping Agencies, Freight Forwarders) | |

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| SECTION 5: Mission of the Department | |
| To maintain appropriate inventory levels to support the sales forecast, at lowest total cost, while meeting or exceeding required inventory turns. | |
| SECTION 6: Position Summary | |
| The Purchasing Officer is mainly responsible for carrying out day-to-day purchasing activities in order to maintain appropriate inventory levels to support the sales forecast, at lowest total cost, while meeting or exceeding required inventory turns. | |
| SECTION 7: Roles & Responsibilities | |
| Operational flexibility is required to meet sudden and unpredictable needs.The duties mentioned below are representative of the essential functions of the position but are not limited to, the following: | |
| 7.1 | **Vendor Relationship Management:**   1. Maintain vendor relationships 2. Maintain vendor master file 3. Perform vendor evaluations 4. Create, maintain, and monitor the execution of vendor contracts (if any) 5. Coordinate and follow up with vendors and external legal advisors to acquire exclusivity on brands (if any) |
| 7.2 | **Requisition & Purchase Management:**   1. Track purchase orders for assigned brands/suppliers 2. Negotiate prices with multiple suppliers to drive cost reduction on existing and new items 3. Monitor inventory of assigned brands/suppliers and minimize shortages 4. Review backorders on a monthly basis 5. Coordinate with internal stakeholders to determine procurement needs, quality, and delivery requirements 6. Follow up with suppliers and manage inbound and outbound documents (including commercial invoice, packing list, bill of lading, and country of origin certificate) 7. Prepare and maintain procurement records of assigned brands/suppliers 8. File all email correspondences (including final confirmed sales notes & shipping documents) |
| 7.3 | **Goods Receipt & Invoice Management:**   1. Ensure a standardized inventory receipt by monitoring the distribution of the packing list 2. Maintain hard and soft current and timely status of purchase orders 3. Coordinate with Purchasing Manager to arrange down payments or balance payments according to payment term of each supplier 4. Coordinate with the Warehouse & Logistics department to ensure that goods quality, quantity, packing, and packaging adhere to internal purchasing policies, supplier agreements, and contracts 5. Enter inventory into the system according to actual received goods as per Warehouse & Logistics Department 6. Coordinate with the Finance and Warehouse departments in resolving goods delivery and invoice discrepancies |
| 7.4 | **Claims & Backlog Management :**   1. Collect feedback from Warehouse & Logistics as well as Sales & Marketing Departments on product quality and resolve issues with suppliers 2. Generate claim reports and follow up on damaged or missing goods replacement or claim amount reductions (credit note) from future invoices 3. Investigate and resolve vendor disputes and prepare unresolved files for legal action |
| 7.5 | **Catalogue & Data Management :**   1. Request and manage hard copies of supplier catalogs and ensure they are uploaded online when possible 2. Follow up on the production of Company product catalogs when requested by the Sales & Marketing Department 3. Follow up on the completion of the vehicle parts coverage exercise 4. Develop and provide training 5. Ensure proper product information is entered into the system |
| Section 10: Required Reports | |
| 10.1 | 1. Vendor Evaluation Report (end of year and before exhibitions) |