

POSITION DESCRIPTION

Title:	Procurement Coordinator	Location:	Abu Dhabi, UAE
Department:	Supply Chain	Reports to:	Supply Chain Manager
Salary:	Salary package	Band/Grade:	2
Prepared by:	HR & Corporate Services Manager	Date:	October 2014

Overall Purpose:

The Procurement Coordinator is responsible for coordinating the planning, improvement and delivery of National Ambulance's procurement activities to meet its business requirements.

Roles and Responsibilities

Procurement and Planning:

- Follow on purchase requisition from different department
- Test the market for suitable goods and services to meet NA's business requirements.
- Improve the purchase process to Ensure smooth operation of the orders
- Process purchase orders according to NA's policies and procedures.
- Develop and maintain a register of approved products, suppliers and contracts.
- Achieve best value for money, maintain qualities of materials, reliability of supply, and timeliness of delivery and optimal inventory levels.
- Establish contracts and actively manage to the satisfaction of all parties.
- A contestable audit trail is in place for all procurement and facility related decisions.
- Benefit and value is gained by establishing contracts and maintaining them throughout their life.
- Provide weekly and monthly report as per the requirements of the department manager

Policy:

- Ensure only approved goods and services are procured through the appropriate channels.
- Enforce compliance with accepted departmental systems, processes, and policies.
- Advise staff on products, process and procedures when required.

Supplier Management:

- Work with suppliers to ensure relationships remain resilient and contractual obligations are met.
- Monitor and manage suppliers through appropriate reporting on KPIs.
- Proactively manage back orders expedite weekly.

Continuous Improvement:

- Support the Supply Chain Manager in the implementation and execution of best practice procurement.
- Assist in streamlining the processes to reduce duplication and increase company effectiveness.
- Contribute to an effective annual improvement and initiative plan across procurement that contributes to the goals of the organization.

QHSE:

- Engage, understand and participate in Quality Health Safety and Environment (QHSE)
- Management System Compliance and Improvement.

الإسعاف الوطني National Ambulance

Professional and Academic Expertise

- 3-5 years as a senior buyer/procurement.
- Intermediate knowledge in procurement practice and principles.
- Strong sense of urgency and ability to prioritize multiple tasks in a fast paced environment.
- The ability to analyse information, draw conclusions and implement effective solutions.
- Previous experience in policy and process writing an advantage.
- Strong communications skills, including report writing.
- Ability to adapt, with cultural sensitivity, in a multicultural environment.
- Excellent English language skills.
- Arabic language an advantage but not compulsory.

Academic Qualifications

- Minimum undergraduate degree in Business, Engineering or related field.
- Preferred Master's Degree in a related field

Change Brief

Version No.	Date	Changes
1.0	October 2014	New Position Description
2.0	January 2017	Incorporating facilities and people management
3.0	April 2019	Removed Facilities and People Management
3.1	October 2019	Change the reporting manager , removed facilities & people management from responsibilities

Review & Approval:

(Chief Administrative Officer)