

POSITION DESCRIPTION

Title:	Procurement Assistant	Location:	Abu Dhabi, UAE
Department:	Supply Chain	Reports to:	Supply Chain Manager
Prepared by:	Supply Chain Manager	Date:	October 2014

Overall Purpose:

The Procurement Assistant is responsible for providing contestable procurement processes and comprehensive contract management in support of the Supply Chain Manager , ensuring that all contractual relationships are conducted and maintained to the satisfaction and benefit of the relevant stakeholders.

Procurement Assistant performs all purchasing activities to achieve best value for money, maintain qualities of materials, reliability of supply, and timeliness of delivery and optimal inventory levels.

Roles and Responsibilities

Purchasing and Planning

- Process purchase orders according to all relevant policies and procedures
- Float quotes and inquiry in the market against the request of the departments.
- Purchasing procedures and systems are understood by all staff
- Advise NA staff on products, process and procedures to procure
- Ensure NA Approved Catalogue of goods and services is procured by staff
- Develop and maintains an appropriate register / database of approved suppliers and contracts
- Develop and maintains contract management and maintenance plan
- Contracts are established & actively managed to the satisfaction of all parties
- A contestable audit trail is in place for all procurement decisions
- Benefits and value gained through establishing the contracts are maintained throughout the life on the contract

Supplier Management

- Work with suppliers to ensure relationships are strong and robust
- Monitor and manage suppliers through appropriate reporting on KPIs
- Run weekly reports and expedite weekly for the Supply Chain Manager
- Ensure suppliers are meeting contractual obligations

Continuous Improvement

- Support the Supply Chain Manager in the implementation and execution of good procurement and practice
- Assist procurement officer in streamlining the procurement process to reduce duplication and increase NA effectiveness
- Develop and deliver a robust and effective annual improvement and initiative plan that contributes to the goals of the organization

People Management

- Encourage and drive collaboration initiatives across the organization
- Ensure maximum compliance with accepted procurement systems, processes and policies
- Act as an advisor for all other procurement activity being conducted in other areas of the organization
- Build and maintain effective relationships within the organization

QHSE & BC:

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System and Business Continuity (BC) Compliance and Improvement.
- Cooperate with Supply Chain – warehouse coordinate for the complaints and concern raised

Professional and Academic Expertise

- The ability to analyze information, draw conclusions and implement effective solutions.
- Strong communications skills, including report writing.
- Previous purchasing and inventory experience.
- Knowledge and skills in procurement principles is most
- Skilled and experienced negotiator
- Interpersonal savvy
- Ability to adapt, with cultural sensitivity, in a multicultural environment
- Demonstrate excellent communication and interpersonal skills including interaction with NA Executives, colleagues, and external stakeholders
- Demonstrate critical thinking and sound decision making in stressful situations
- Excellent English language skills
- Basic Arabic language preferred
- Advanced computer skills in MS suite of applications including MS Project

Academic Qualifications

- Minimum undergraduate degree in Business, Engineering or related field.
- Specialized degree in a related field to supply chain /procurement is preferred

Change Brief

Version No.	Date	Changes
1.0	October 14	New Position Description used the HRP589 Controlled numbered in version 1
2.0	August 22	<ul style="list-style-type: none"> ▪ Cancel : To ensure the warehouse operates efficiently and effectively and continues to develop to meet the changing demands of the health sector. • Add : Float quotes and inquiry in the market against the request of the departments. • Cancel : Run back order reports and expedite weekly • Add : Run weekly reports and expedite weekly for the Supply Chain Manager • Cooperate with Supply Chain – warehouse coordinate for the complaint and concern raised

		<ul style="list-style-type: none">• Add : Minimum undergraduate degree in Business, Engineering or related field.• Add : Specialized degree in a related field to supply chain /procurement is preferred▪ Modification of position Procurement manager to Supply Chain Manager▪ Modification of position Chief Administrator and Medical Officer
--	--	---

Review & Approval:

(Chief Administrative and Medical Officer)