



TARTOUS CONTAINER TERMINAL Job Description – Procurement Officer

JOB TITLE:	Procurement Officer
LOCATION:	Administration and Finance Department – Tartous Container Terminal, Syria
WORK SCOPE:	Responsible for the procurement requirements of the company which include local purchases as well as placing orders from overseas suppliers. Assist in gathering information relating to various needs of all operating departments in the company in terms of tools and equipment, fuel and lubricants, office supplies, printing stationery and service support requirements.
SUBORDINATES:	A team of buyers varying in number according to requirements and growth of the organization
REPORTING TO:	Chief Financial Officer
ACADEMIC QUALIFICATIONS:	Graduate of any reputable college or university with degree in business administration or an equivalent discipline
EXPERIENCE:	Three to five years experience in similar position
SPECIALIST KNOWLEDGE:	<p>Computer proficient (MS Office – Word, Excel, Power Point, Visio, Access, Outlook) and Internet</p> <p>Able to drive vehicles and possesses a valid Syrian Driving License</p> <p>Ability to negotiate better economical price and complete purchasing deal beneficial to the company.</p> <p>Knowledge of various cargo handling equipment spare parts</p> <p>Good warehousing knowledge and ability to forecast replenishment of fast moving equipment</p> <p>Good knowledge of business, commerce and trade rules and regulation in Syria</p> <p>Knowledge in the preparation of Letter of Credit</p> <p>Good knowledge of preparing purchase tender</p> <p>Good command of English both written and spoken</p>
MEDICAL	<p>A degree of physical fitness is required</p> <p>Good Vision – correction aids acceptable.</p> <p>No color blindness.</p> <p>No fear of working at any shift.</p> <p>No history of mental conditions.</p>
JOB CONTENT:	<p>Procure materials and equipment in accordance with the Procurement Policies and Procedure laid out by the company.</p> <p>Establish the necessary procurement forms and ensure availability at all times</p> <p>Gather information of all prospective suppliers for purposes of accrediting them.</p> <p>Establish good contact with all materials and service providers and negotiate better procurement deals.</p> <p>Establish prices of goods and services prevailing in Syria as well as overseas for the purpose of benchmarking and to serve as guidance for user budgetary planning.</p> <p>Prepare tenders for purchase of cargo handling equipment and constructing projects</p> <p>Maintains chronological numbering of purchase order and be able to keep records of all purchases for purposes of determining financial expenses due to material, parts and services purchases.</p> <p>Submit monthly report of all pending and consummated purchases to CFO</p>

	<p>Establish a good warehousing procedures and practices to ensure that the shelf life of materials and parts are preserve and monitor at all times.</p> <p>Establish a tagging system to ensure monitoring of actual stock inventory and replenishment point.</p> <p>Document all purchases regardless of amount,</p> <p>Maintain all purchasing record.</p>
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