

PURCHASE OFFICER

General Purpose

A summary of the overall purpose of the job. Clearly stated in one or two sentences.

1. Handle Purchases Process & Implement proper procurement system for Globe CNO.
2. Adopt & Adhere standard WRC Purchase approval process.

Key Tasks and Responsibilities

The activities, functions and areas of accountability for the job must be clearly defined here. Start each key task with a verb that describes what the employee must do. Examples include develop, meet, organize, plan, arrange, supervise, communicate, review, prepare, manage, monitor, write, handle, evaluate, maintain, analyse and implement. Minimum of five (5) task/responsibilities are required,

- a. Daily coordinate with CNO operation team to understand their requirements.
- b. Ask appropriate quotations from suppliers and make comparative sheet to take approval
- c. Follow system process to issue & approve PO's
- d. Circulate PO's status on Daily, Weekly & Monthly
- e. Maintain proper record of receivables.

Education and Training

State the necessary level of education and qualifications and training required to perform the job. For example Bachelors Degree, diploma, examinations passed, registrations and accreditation.

- a. Graduate / Certificate in Accounts / Management.
- b. Minimum 3-4 Year Experience in Purchase Dept.
- c. To be Good in MS Office (Excel, Word, Outlook etc)

Knowledge and Experience

Specific experience required. Specific knowledge required. For example knowledge and experience of software applications, equipment, job methods and tools, technical processes, accounting principals, legislation and standards

- a. Good understanding on procurement.
- b. Minimum 3-4 Year Experience in similar role.
- c. To be Good in MS Office (Excel, Word, Outlook etc)
- d. Good communication skills.

Core Competencies

These are the skills and abilities required to successfully perform the key tasks. Competency examples include communication skills, planning and organizing ability, problem analysis, problem solving, adaptability, the ability to delegate, stress tolerance, initiative, negotiation skills, persuasiveness and attention to detail.

1. Proactive to escalate / highlight things in right time.
2. Able to complete task within the timeline.
3. Adopt the Change Management, Policy, procedure, system etc.

Working Conditions

State any working conditions that the employee needs to be aware of such as working environment, hours of work and any special conditions such as high noise levels, shifts, travel and overtime, travelling, driving etc.

1. Must have good health and track records.
2. Punctuality
3. Result Oriented in tight timeline & critical situations

Salary and benefits can also be included here if the information is available, otherwise not necessary.