

POSITION DESCRIPTION

POSITION TITLE	Purchasing Officer
POSITION LOCATED AT	Subic Bay - Philippines
REPORTING TO	Supply Chain Manager
DIRECT REPORTS	NA
EMPLOYMENT CLASSIFICATION	Full time
POSITION OVERVIEW	As a Purchasing Officer you will be responsible for sourcing equipment, goods and services and managing vendors. You are also expected to develop purchasing strategies and oversee the purchasing team in their daily activities of sourcing suppliers and purchasing products, equipment, and services.

SPECIFIC OBJECTIVES

1. Managing daily purchasing activities, supervising staff, and allocating tasks.
2. Establish and implement purchasing policies, procedures and best practices
3. Direct procurement policies to ensure all items are purchased and delivered within budget and in timely manner
4. Manage the purchasing process including the buying, selling and distributions aspects of the company
5. Review purchase orders for proper authorization and compliance with organizational policy and procedures

MAIN ACCOUNTABILITIES	MEASUREMENT METHOD (KPI's)
Design, plan and implement sourcing and purchasing strategies	Aligned with the Supply Chain Manager's strategies and plans
Search and source potential suppliers and vendors	
Work with suppliers, manufacturers and internal departments	Feedback from the supplier/clients
Ensuring that all procured items meet the required quality standards and specifications.	

Dunbrae Subic Incorporation

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MAIN ACCOUNTABILITIES	MEASUREMENT METHOD (KPI's)
Forecasts demand for certain products and makes orders accordingly	
Managing daily purchasing activities, supervising staffs and allocating/delegating tasks	Weekly KPI reporting
Maintain strong relationships with suppliers and vendors both local and overseas	Having commercial mindset and able to negotiate effectively. Feedback.
Maintain open and honest channels of communication at all levels across the business	
Review management information and make suggestions, recommendations as to improvements across the supply and procurement team	
Provide reports to the upper management	
Demonstrate a high level of professional and personal standards and conduct.	
Adhere to laws, policies and regulations of the company.	Pro-actively ensure up to date knowledge of and compliance with OH&S policies and procedures and participate in their further development by identifying risks and escalating them appropriately. Observe company policies

COMMUNICATION (regularly communicates with)
Vendors, Supply Chain Team and other relevant departments

SKILLS AND EXPERIENCE	DESIRABLE	ESSENTIAL
EDUCATION		
Bachelor's Degree		✓
Graduate Studies	✓	
WORK EXPERIENCE		
Minimum of 3 years of experience as purchasing officer.		✓

TECHNICAL KNOWLEDGE		
Proficiency in MS Office.		✓
LANGUAGE SKILLS		
Strong written and verbal communication skills		✓

SKILLS, ABILITIES & COMPETENCIES, AND QUALITIES

Hardworking, energetic individual, Detail oriented, Problem Solver, Excellent Customer Service skills, Knows how to think outside the box, Ability to multi-task and make good decisions. Ability to manage and motivate a team, Ability to work under pressure and balance the competing demands of several managers, Proactive approach

JOB SPECIFICATION ACCEPTANCE

EXPLAINED BY:		
Supervisor / Manager Name	Signature	Date
ACCEPTED BY:		
Employee Name	Signature	Date