

POSITION DESCRIPTION

POSITION TITLE	Procurement Manager
POSITION LOCATED AT	Subic Bay - Philippines
REPORTING TO	Corporate Financial Department and Managing Director of the Company
DIRECT REPORTS	Purchasing Officer
EMPLOYMENT CLASSIFICATION	Full time
POSITION OVERVIEW	<p>As Procurement Manager you will handle the procurement of goods and services of the company. Will manage each part of the Supply Chain to ensure consistent delivery of good and services while identifying possible obstacles that may affect the productivity.</p> <p>You will be responsible for the overall direction and performance of deliverables from the buying, planning, and financial reporting aspects of the facility.</p> <p>And provide support to the client organization.</p>

SPECIFIC OBJECTIVES

1. Maintain company inventory by analyzing supply and demand based on schedule and forecast
2. Create and maintain good relationships with vendors/suppliers
3. Coordination of time invoice processing to company Accounts Payable Department
4. Maintain records of purchases, pricing and other important data
5. Review and analyze all vendors/suppliers, supply and price options
6. Develop plans for purchasing equipment, services and supplies
7. Overseeing client requirements and making sure product is received and all transactions are recorded
8. Verification of Inventory levels both for Dunbrae Philippines Inc and Dunbrae Subic Inc.
9. Make Professional decisions in a fast-paced environment
10. Create reports as necessary
11. Manage procurement staff to be held accountable for daily expectations

Dunbrae Subic Incorporation

 No. 7 Argonaut Highway Corner Efficiency Avenue, Subic Bay
 Gateway Park, Phase 1, Subic Bay Freeport Zone 2222 Philippines

Tel : +63 47 250 2895 | **Fax** : +63 47 250 2761

Email : inquiries@dunbraesubic.ph

Web : www.dunbraesubic.ph

12. Responsible for the completion of performance evaluations of employees

MAIN ACCOUNTABILITIES	MEASUREMENT METHOD (KPI's)
Design, plan and implement sourcing and purchasing strategies	
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.	
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.	

COMMUNICATION (regularly communicates with)

Vendors, Supply Chain Team and other relevant departments

SKILLS AND EXPERIENCE	DESIRABLE	ESSENTIAL
EDUCATION		

Bachelor’s Degree in Business Administration, Accounting, or related field.		✓
Graduate Studies	✓	✓
WORK EXPERIENCE		
Minimum 5 years’ experience in a related position		✓
TECHNICAL KNOWLEDGE		
Excellent computer skills. Proficiency in MS Office.		✓
LANGUAGE SKILLS		
Excellent verbal and written communication skills		✓

SKILLS, ABILITIES & COMPETENCIES, AND QUALITIES

Solid knowledge and understanding of procurement processes, policy and systems. Has comprehensive understanding of computer systems for purchasing and inventory systems. Has the ability to organize shipment with offsite trucking companies.

Strong communication skills including the ability to explain and teach methodologies. Ability to multitask, prioritize, and manage time efficiently. Accurate and precise attention to detail. Has the ability to work well with management, staff and all levels. Goal-oriented. Organized team player. Knowledge of facility layout/design and material flow. Strong interpersonal skills, regarding interface with employees and client

A strong commitment to safety, care, and concerns of our employees. May require off shift support on nights and weekend.

JOB SPECIFICATION ACCEPTANCE

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



Part of the DUNBRAE Group of Companies.

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