

Policies and Procedures

Section Five - Personnel

**Policy 550.730 - Job Description Purchasing Officer**

**INTRODUCTION**

The Purchasing Officer is responsible for the acquisition of products and services that are essential for our school's day-to-day operations.

Ensure that qualitative materials are available from an approved supplier list.

**QUALIFICATIONS:**

- Degree in Business Administration / Logistics / Management or any degree in a related field
- Minimum of 5 years of experience in a similar capacity

**SKILLS/COMPETENCIES:**

- Analytical ability
- Understanding of costing and pricing
- Negotiation skills
- Ability to Understand qualitative service and products
- Understanding of various stocks levels
- Team Player
- Customer Service attitude
- Planning and organizing
- Supplier relationship
- Ability to meet deadlines
- Proficient with MS Office software (especially MS Excel)
- Meticulous attention to detail
- Able to work independently
- Effective communicator (written and oral); preferable to be bilingual
- Language: English / Preferably Arabic
- Good knowledge of vendor sourcing practices (researching, evaluating, and liaising with vendors)

- Hands-on experience with purchasing software.
- Solid analytical skills, with the ability to create financial reports and conduct cost analyses and strategic thinking skills.

## **PERFORMANCE RESPONSIBILITIES:**

### **1. Demonstrate professional competence and vision:**

- Research and evaluate potential vendors for current and future needs
- Request quotes and compare/evaluate offers from suppliers
- Negotiate contract terms of agreement and pricing
- Track orders and ensures timely delivery
- Ensure all deliveries are complete and are of accurate specifications
- Examine and review the quality of purchased products
- Enter order details (e.g. vendors, quantities, prices) into internal databases/system
- Maintain updated records of vendors, purchased products, delivery information and invoices
- Prepare reports on purchases, including cost analyses
- Monitor stock levels and place orders as needed
- Ensure proper storage of products purchased
- Work with the team to develop future purchasing plans and source potential relationships with vendors
- Collaborate with financial team members on contracts, invoicing, budget, and other financial matters
- Attend trade shows and exhibitions to stay up-to-date with industry trends
- Create and maintain good relationships with vendors and suppliers

### **2. Communicate effectively:**

- Speak clearly, honestly, and respectfully.
- Give and receive feedback to improve performance.

### **3. Demonstrate stewardship:**

- Use all school resources wisely.
- Keep office space clean, neat, and tidy.

### **4. Demonstrate organizational skills:**

- Establish well-defined routines and procedures for accomplishing duties.
- Maintain accurate records for meetings with teachers.
- Attend all meetings (i.e. staff meetings & parent meetings) consistently and punctually.

### **5. Build community within and outside the school:**

- Support administrators, teachers, and support staff.
- Adhere to school policies and guidelines.
- Meet with staff members to listen, learn, and exchange advice for helping students meet the goals of the school.
- Model and encourage cultural awareness and understanding.

## **6. Others:**

1. The Purchasing Officer will search for products that are essential for the company's day-to-day operations.
2. The Purchasing Officer will review prices and quality and ensure optimal stock levels.
3. Purchasing Officer responsibilities include evaluating vendors, negotiating contracts, and preparing reports (e.g. on orders and costs.) For this role, PO should have good knowledge of market research, along with solid analytical skills to make sure you are identifying the most profitable offers.
4. Ultimately, PO will create and maintain good relationships with key suppliers to ensure merchandise is high quality and delivered on time.
5. Research and evaluate potential vendors and suppliers.
6. Request quotes and compare prices.
7. Estimate and establish cost parameters and budgets for purchases.
8. Create and maintain good relationships with vendors and suppliers.
9. Negotiate appropriate contracts for pricing and supply.
10. Examine and review products and supplies to ensure quality.
11. Track incoming inventory, delivery arrival time, and note actual arrival time.
12. Organize and update the database of suppliers, delivery times, invoices, and quantity of supplies.
13. Work with team members, supervisors, and the purchasing officer to develop future purchasing plans and source potential relationships with vendors.
14. Analyze potential vendors and suppliers for future project needs.
15. Collaborate with financial team members on contracts, invoicing, and other financial matters.

## **OTHER RESPONSIBILITIES:**

Perform other duties requested by the immediate supervisor from time to time.

## **REPORTS TO:**

Business Manager

## **TERMS of EMPLOYMENT**

The initial contract is unspecified in duration.

The contract will stipulate the number of vacation days, hours of work per day, etc.

Salary is determined by placement on a salary grid

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