

Nasser Centre for Science and Technology

<https://ncst.edu.bh/job/purchasing-specialist/>

Purchasing Specialist

Responsibilities:

Lays down plans for the various procurement activities in terms of participating in setting procurement policies and setting the necessary procedures for carrying out procurement work and preparing the estimated budget for procurement and the time programs required for the procurement process.

Prepares the necessary studies for the level of performance and efficiency in the procurement process to serve the objectives of departments and sections in the ministry.

Prepares periodic reports for the applicants and follows up on the reason for the delay in the applications and taking the necessary procedures.

Carries out the purchase process and ensures that there is an approved budget for devices, materials and spare parts to be purchased in coordination with the Financial Resources Department.

Checks and follows up on purchase orders from the local and foreign markets, and makes sure that they are not available in stores before the purchase process.

Ensures the implementation of the instructions described in the business policy for purchasing leases to obtain materials, equipment and spare parts at the lowest cost, with the aim of achieving the lowest possible purchase price.

Supervises the return of devices, materials and spare parts that do not conform to the lengthy specifications to the suppliers.

Develops relationships with existing suppliers, and searches for potential suppliers as alternatives that can be dealt with in the future.

Prepares reports and statistics on the volume and value of purchases in their final form.

Follows up on late and unavailable students, for which purchase orders have been previously issued, to ensure their delivery dates with the relevant authorities.

Maintains lists of names, addresses and telephone numbers of purchasing agents in the Kingdom in order to benefit from them when needed.

Looking for alternative suppliers in case the materials are not available at the authorized agent.

He checks the invoices received from merchants and agents, compares them with the prices contained in the purchase orders, and follows up their disbursement with the Finance Department after coordination on the approved budget.

Issuing payment letters for suppliers' invoices upon completion of the required documents to the concerned authorities.

Perform other responsibilities as assigned by the Immediate Supervisor.

Hiring organization

Nasser Vocational Training Center

Qualifications

Minimum Bachelor's degree in Business Administration or any related field.

Experience

Preferable 1-2 years experience

Language

Excellent English and Arabic skills both verbal and written.

Date posted

August 21, 2023

Participate in projects whenever required.

Core Competencies

- Core Competencies
- Communication
- Customer Service
- Planning
- Professionalism
- Collaboration

Generic Competencies

- Archiving and Filing
- Time Management
- Multitasking
- Planning and Follow Up

Technical Competencies

- Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook)
- Office administration, clerical procedures, and recordkeeping systems
- Inventory Management Control