



Job Description

Position Title	Sr. Officer Procurement
Department	General Administration and Material Management
Reporting To	Deputy Manager Procurement
Type of Position	Full Time
Apply Here	https://habib.edu.pk/hu-careers/apply-online

POSITION DESCRIPTION

The incumbent will be responsible to execute purchases by following organization policies and procedures, and provide procurement and administrative support to the line manager in execution of departmental tasks.

DUTIES AND RESPONSIBILITIES

- ✓ Review of Requester's requests for better understanding of specifications and other requirements;
- ✓ Research potential vendors
- ✓ Compare and evaluate offers from suppliers
- ✓ Negotiate contract terms of agreement and pricing
- ✓ Track orders and ensure timely delivery
- ✓ Review quality of purchased products
- ✓ Verify vendor credentials, enter product and order details (e.g. vendors, quantities, prices) into internal ERP system
- ✓ Maintain updated records of purchased products, suppliers, delivery information, invoices, warranties, tracking of documents etc.
- ✓ Prepare reports on purchases, including cost analyses
- ✓ Coordinate & follow ups with finance department for payment.
- ✓ Maintain confidentiality around sensitive department information.
- ✓ Assist in devising policies & manuals.

REQUIRED JOB SPECIFICATIONS

Required Qualification	<ul style="list-style-type: none">• *BE in Mechanical/Civil/Electrical OR• **Diploma either in Mechanical/Civil/Electrical / Business Graduate
Required Experience	<p>*Minimum 2 years with BE ** Minimum 4 Years with Diploma / Business Graduate</p>

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REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Communication written	High
2.	Communication oral	Medium
3	Analytical	High
2.	ERP	High
3.	Microsoft office (Word & Excel)	High
4.	Persuasion Skills	Medium

Verified By (For HR Only)

Line Manager (If Any)

Head of the Department

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