

JOB DESCRIPTION

Purchasing Officer

Purpose

The Purchasing Officer is responsible for managing the procurement of travel purchases, office supplies, IT purchases, and other required goods and services. This role ensures that all purchases are made in compliance with company policies, within budget, and in a timely manner. The Purchasing Officer works closely with the Executive and Senior Leadership Teams to facilitate travel bookings and manage supplier relationships.

Role Dimensions

- **Reports to:** Accountant
- **Department:** Finance
- **Job Level:** Officer 2 (O2)
- **Location:** Head Office, Port Moresby
- **Direct Reports:** None

Person Specifications

- **Educational Background:** A degree in Business Administration, Finance, Supply Chain Management, or a related field.
- **Experience:** Minimum of 3 years of experience in procurement or purchasing, preferably within a corporate environment.
- **Technical Skills:** Proficiency in procurement software and Microsoft Office Suite (Excel, Word, Outlook).
- **Communication Skills:** Excellent verbal and written communication skills to interact effectively with suppliers and internal stakeholders.
- **Attention to Detail:** Strong attention to detail to ensure accuracy in travel bookings, purchase orders, and supplier quotations.

Core Competencies

- **Negotiation Skills:** Ability to negotiate effectively with suppliers to secure cost-effective deals.
- **Time Management:** Efficiently manage time to meet deadlines for travel bookings and procurement processes.
- **Problem-Solving:** Strong problem-solving skills to address and resolve issues related to travel bookings and purchases.
- **Customer Service Orientation:** Commitment to providing excellent customer service to internal customers.
- **Investigate quality** for I.T goods and resources.
- **Budget Management:** Ability to monitor and adhere to budgets for stationery and travel.
- **Analytical Skills:** Capability to analyse quotations and make cost-effective purchasing decisions.
- **Organizational Skills:** Strong organizational skills to manage multiple procurement tasks simultaneously.
- **Team Collaboration:** Ability to work collaboratively with the Executive and Senior Leadership Teams and other staff.
- **Supplier Relationship Management:** Maintain and manage relationships with reliable suppliers.
- **Compliance Awareness:** Ensure all purchases comply with company policies and procedures.

	<ul style="list-style-type: none"> • Adaptability: Flexibility to adapt to changing procurement needs and priorities. • Initiative: Proactive in identifying and implementing improvements in the procurement process. • Confidentiality: Maintain confidentiality of sensitive information related to procurement and travel arrangements. • Training and Development: Commitment to continuous learning and attending training sessions to stay updated with best practices. • Cost Efficiency: Focus on achieving cost savings through negotiated rates and discounts.
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Role Specific Areas of Responsibility	
Key Responsibilities – Travel Bookings.	<ul style="list-style-type: none"> • Manage domestic and international travel bookings, including flights, accommodation, transport requirements, and hire cars. • Ensure travel bookings are accurate and completed within the required timeframe are suitable for staff, directors, and contractors. • Obtain and compare quotations from preferred airlines or travel agent/s to ensure cost-effective travel arrangements • Forward quotations to the CEO or respective ELT/SLT for approval and confirmation. • Raise and process purchase orders (P.O) for approved travel bookings • Confirm bookings with travel agent/s and airlines. • Process reimbursements/ refunds for travel expenses as per company policy. • Regular meetings with the CFO to update any concern with travel bookings.
Purchasing Process.	<ul style="list-style-type: none"> • Manage the requisition process for office supplies for the Finance Dept. • Ensure all supply requests are approved and fulfilled in a timely manner. • Request and compare quotations from multiple suppliers to ensure cost-effective purchases. • Process P. O.'s and ensure compliance with company policies • Monitor and adhere to the departments stationery and travel budgets.

Supplier Management.	<ul style="list-style-type: none"> • Maintain relationships with reliable suppliers and ensure timely delivery of goods and services. • Address and resolve any issues related to travel bookings or purchases promptly. • Collaborate with respective officers and managers across the business to find creative, effective and efficient purchasing.
Customer Service	<ul style="list-style-type: none"> • Provide excellent customer service to internal customers, ensuring their requests are met efficiently.
Continuous Improvement	<ul style="list-style-type: none"> • Attend training sessions and stay updated with procurement best practices. • Research suitable flight and accommodation, logistics and supplies for the business.

Key Performance Indicators (KPI's)	
Travel Booking Accuracy	<ul style="list-style-type: none"> • 90% of travel bookings made without errors per month.
Travel Booking Timeliness:	<ul style="list-style-type: none"> • International: 8days taken to complete travel bookings from request to confirmation. • Domestic: 3days taken to complete travel bookings from request to confirmation.
Cost Savings on Travel:	<ul style="list-style-type: none"> • K5,000.00 of cost savings achieved through negotiated rates and discounts per month.
Compliance with Procurement Procedure:	<ul style="list-style-type: none"> • 100% of travel bookings comply with Finance Procurement Procedure.
Approval Turnaround Time:	<ul style="list-style-type: none"> • 48hrs is taken to obtain necessary approvals for travel bookings. Unless a prompt booking same day.
Supplier Response Time:	<ul style="list-style-type: none"> • 48hrs response time from travel agents and suppliers.
Quotation Accuracy:	<ul style="list-style-type: none"> • 100% of accurate quotations obtained from suppliers.
P.O. Processing Time:	<ul style="list-style-type: none"> • 2 hrs taken to process purchase orders once process commences in accounting system.
Booking Confirmation Rate:	<ul style="list-style-type: none"> • Travel & Accommodation: 48hrs of bookings confirmed on the first attempt. • Logistics: 24hrs of bookings confirmed on the first attempt.
Reimbursement/ Refund Processing Time:	<ul style="list-style-type: none"> • 48hrs taken to process or follow up reimbursements/ refund.
Stationery Request Fulfilment:	<ul style="list-style-type: none"> • Stationery requests fulfilled within 48hrs.

Stock Level Maintenance:	<ul style="list-style-type: none"> Follow up on a quarterly basis with Support Services Team for office stationery stock levels. Ensuring stock is maintained above the minimum threshold.
Supplier Quotation Comparison:	<ul style="list-style-type: none"> 2-3 different quotations compared per purchase request.
Cost Efficiency of Purchases:	<ul style="list-style-type: none"> K5,000.00 saved from purchases made per month while maintaining quality.
P.O. Compliance:	<ul style="list-style-type: none"> 100% of purchase orders compliant with Finance Purchase Orders - Procurement Manual.
Supplier Reliability:	<ul style="list-style-type: none"> 100% of reliable suppliers based on delivery, quality & time.
Budget Adherence:	<ul style="list-style-type: none"> 100% adherence to the stationery and travel budgets.
Customer Satisfaction:	<ul style="list-style-type: none"> 100% satisfaction level of internal customers with the purchasing process.
Issue Resolution Time:	<ul style="list-style-type: none"> 24hrs taken to resolve any issues related to travel bookings or purchases.
Training and Development:	<ul style="list-style-type: none"> Twice a year training session attended to stay updated with procurement best practices.