

JOB DESCRIPTION

Name:	Position Title: Procurement Assistant
Department: Procurement-Logistics Office	Reports to the Procurement Manager
Direct Reports: Rita Cecilia Tobias	Location: Procurement Unit – Logistics Office
Purpose Statement	
<ul style="list-style-type: none"> - Responsible in the procurement, analyzation of bids and purchasing of supplies from requesting offices/chapters. - Responsible in the monitoring of deliveries. - Responsible in the coordination of various suppliers and requesting offices/chapters pertaining to procurement and other related activities of logistics. - In charge in the establishment and maintenance of files and database of procurement documents. - Draft memo and other related documents pertaining to procurement. - Ensure all transaction is properly recorded in accordance with PRC procurement guidelines. - Assists in Shipping requirements - Engage in other activities of PRC (PRC events/disaster operation). Undertake any other related duties as requested by the superior. 	
Key Result Area:	Duties and Responsibilities:
REQUEST FOR QUOTATION (RECEIVED DOCUMENTS FOR PURCHASE REQUISITION)	<ul style="list-style-type: none"> - Process, analyse and make a request for quotations after receiving the requisition from the concern offices and or chapters. - Coordinate the supplier's, offices and or chapter concern concerning RFQ if there any changes and or specifications of the request. Also, the availability of goods, time of delivery and terms and condition. <ul style="list-style-type: none"> a. Transmit a request for quotation to identified suppliers after finalization of the specifications. Send thru email. b. Coordinate suppliers for other details needed. c. Follow up suppliers to submit quotation. - Receive quotation for from the suppliers. <ul style="list-style-type: none"> o Check and validate quotation such as Price, Exclusion of VAT, Warranty, Validity, Terms of Payment. Lead time delivery and place of delivery.
SOURCING AND OUTSOURCING QUOTATIONS FROM ACCREDITED AND NON-ACCREDITED SUPPLIERS	<ul style="list-style-type: none"> - Ensure completeness of supplier's quotes (price, terms, condition, etc)
PREPARE COMPARATIVE BIDS AND ANALYSIS	<ul style="list-style-type: none"> • Prepare Comparative Bids Analysis (CBA) / Comparative Table. • Evaluate and consolidate quotations from suppliers and prepare matrix (comparative table). <ul style="list-style-type: none"> o Make sure that the submitted quotation from different suppliers were with the same specs. o Ensure to indicate the information needed such as Item and specs, Price, Exclusion of VAT, Warranty, Validity, Terms of Payment, lead time and place of delivery. o Secure superior approval. • Make endorsement letters and route the requisition to concerned office and or chapters after the completion of the CBA.
ISSUANCE OF PURCHASE ORDER AND MONITOING OF DELIVERABLES (NAV and LOCAL)	<ul style="list-style-type: none"> • Preparation of Purchase Order (Local and Navision System). <ul style="list-style-type: none"> o Input complete details and specifications. o Secure Superior approval o For approved Purchase Order <ul style="list-style-type: none"> ▪ Scan and compile procurement documents. ▪ Send thru email approved purchase order to suppliers and copied requesting office. ▪ For item with print, requesting office will coordinate suppliers for approval of sample before delivery. ▪ Ensure suppliers will conforme purchase order. • Sourcing for new and renewal of suppliers' accreditation

	<ul style="list-style-type: none"> ○ Will be input to NAVISION SYSTEM with complete details (TIN, Name of Company, DTI, Address, Contact Information) ○ Will accredited to PRC base on the amount. ● Monitor Deliveries
ISSUANCE OF NAVISION GRN AND PAYMENT PROCESS OF DELIVERABLES	<ul style="list-style-type: none"> ● Receive invoices from the requesting office. <ul style="list-style-type: none"> ○ Check and validate information details in invoices. ○ Receive invoices and or statement of account item thru NAVISION System and assign Good Receipt Number. ○ Scan and compile invoices and or statement of account. ● Complete and original documents will be forwarded to Accounting Office for payment/cheque preparation. ● Assist supplier for cheque payment.
REPORTS/MONITORING/PROCESS	<ul style="list-style-type: none"> ● In-charge of processing, making, and monitoring of procurements documents and reports in accordance with PRC procurement policies. ● Assist in preparing various correspondence to BOC, DOF & other govt agencies. ● Set appointment with BOC & other govt agencies (if needed)
ORIENTATION	<ul style="list-style-type: none"> ● Orient new staff/PNS staff & VS with policies and procedures of Procurement process.
JOB SPECIFICATIONS	
Qualifications/Minimum Education: Bachelor's Degree	
Personal Qualities and Skills: <ul style="list-style-type: none"> ● Knowledge of procurement & shipping processes, policies, and procedures. ● Strong emphasis on accuracy and detail. ● Satisfactory English verbal & written communication skills ● Ability to handle multiple projects simultaneously to meet goals and deadlines. ● Proficient in Microsoft Office programs, such word, excel, PPT, & Navision System. ● Good time management and organizational skills. ● Complex Decision-Making ● Customer Service & Negotiations Skills 	Work Experience: <ul style="list-style-type: none"> ● Procurement analysis on costs, negotiate details, offer strategies and solutions to help manage costs on supplies and vendor service. ● At least one year work experience as procurement/purchaser. ● Experience in coordination & processing with BOC, DOF & other government agencies
Equipment Used: Computer, ERP Navision system, scanner, printer, copier, telephone	Working Environment: Office Based and Field Based
Key Contacts: PRC NHQ Internal Departments, Suppliers, Chapters & Employees, PRC Volunteers, Community Groups, National Partners	
Core Values: Focused, Fast, Friendly, Flexible, & Forward Looking	
All staff shall agree to abide by the philosophy and principles of the Philippines Red Cross, in particular the 7 fundamental principles: Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, and Universality.	

Position Holder:

Signature over Printed Name and Date

Immediate Superior's Name:

[Signature]
RITA CECILIA C. TOBIAS 07-06-21
Signature over Printed Name and Date