

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