



**REQUISITION NO** : 2019001  
**DATE** : 18th September 2019  
**AVAILABILITY** : Immediate  
**JOB POSTING** : Procurement Assistant

**Key Qualifications for this Position include:**

Education / Qualification:  
Graduate in any discipline with 5 years of experience OR  
MBA (Marketing) with 2 years of relevant experience

**Job Description**

- Collect the demands from store/Engineering.
- To be in charge of the purchase of equipment for the organization, contact suppliers, and research offers and quotations Prepare Comparative Statement.
- Prepare the Purchase Order.
- Purchase the Material/Goods from local Market/Overseas Vendor
- Accountable for ensuring Material Test Reports (MTR's) upon each delivery of project Material.
- Prequalification of new vendors
- To provide assistance to the organization members related with all procurement matters

**Skills:**

- Communication & analytical skills
- Good Convincing Power
- Work with internal and external stakeholders to determine procurement needs, quality, and delivery requirements
- Proficient in Microsoft Office. Experience with Microsoft Dynamic ERP a strong plus