

Job DESCRIPTION – PROCUREMENT SPECIALIST

Department:	Procurement Department
Immediate Supervisor:	Operations & Procurement Director
Contract Days:	210 days
Hayah Mission:	Hayah is committed to creating and maintaining an environment that fosters and enriches the personal and academic growth of each student. Hayah empowers students to live with purpose, honor their cultural identity, respect diversity, and serve humanity by impacting local and global communities.

MAIN DUTIES AND RESPONSIBILITIES

- Follow and enforce the school’s procurement policies and procedures.
- Receive purchase requisitions from multiple departments
- Price requisitions as per procurement policy
- Prepare purchase orders for relevant departments.
- Maintain accurate purchase, pricing and tracking records.
- Track payments of due invoices
- Execute purchase orders from multiple departments while ensuring proper allocation of inventory.
- Maintain and update suppliers’ data.
- Maintain and enhance good suppliers’ relationships.
- Research and evaluate prospective suppliers.
- Is responsible for school furniture distribution and labelling.
- Is responsible for furniture inventory.
- Handles all logistics related to the school mobile lines/phones (including their annual budget)
- Perform other projects and duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of standard office administrative practices and procedures
- Ability to discreetly handle confidential information
- Ability to represent the school at an exemplary level
- Excellent interpersonal skills
- Excellent organizational skills
- Good oral and written communication skills
- Ability to work within tight deadlines and able to multitask independently

- Accurate and detail-oriented
- Team player
- Skillful in establishing priorities and managing workload
- Computer proficiency in Word, Excel & Email system

QUALIFICATIONS AND EXPERIENCE

- University degree from a reputable institution
- Minimum two years of experience in the same field

* This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the duties may vary or be amended from time to time without changing the level of responsibility associated with the post.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined.

Employee Name: _____

Employee Signature: _____

Date: _____