

PURCHASING OFFICER

JOB SUMMARY:

The Purchasing Officer is responsible for managing the acquisition of goods and services for and the supply chain processes of the organization. The role involves working closely with faculty, continuing education, and other staff and suppliers to meet their needs while adhering strictly to budgetary assignments and quality standards.

Work involves the sourcing and buying of materials, goods, and services, assisting in the maintenance of stock levels, conducting research, negotiating with current and prospective vendors and suppliers.

KEY RESPONSIBILITIES:

- Works with all internal stakeholders to identify purchasing needs, develops action plans, and establishes appropriate timelines to fulfill the requirements.
- Determines and sets quantity, and high quality standards of goods and services required for all teaching, food and beverage and other needs of the organization,
- Identifies and evaluates potential and current suppliers, conduct negotiations, and maintains positive relationships with all parties.
- Negotiates favorable terms and conditions, and monitors compliance with contractual agreements.
- Handles and processes purchase requests, reviews purchase requisitions, and ensures accuracy and completeness of documentation.
- Prepares and issues purchase orders to approved suppliers, confirming delivery dates, quantities, and pricing information.
- Collaborates with their supervising officer to establish budgets and tracks expenditure.
- Monitors and analyses purchasing trends, identifies cost-saving opportunities, and implements optimizing measures in filling requests, while maintaining quality standards.
- Maintains an updated inventory of goods and supplies, ensuring adequate stock levels to meet demand. Implements efficient inventory control measures, conducts periodic stock counts, and coordinates with relevant departments to manage inventory replenishment.

- Manages contracts and agreements with suppliers, including negotiations, renewals, and termination and monitors contract performance, and resolves issues or disputes that may arise.
- Ensures compliance with procurement policies, procedures, and regulations, and ensures compliance with legal and ethical standards.
- Stays updated with industry trends, market conditions, and new products to make informed purchasing decisions, implements best practices and innovative strategies to enhance the efficiency and effectiveness of the function.
- Any other job-related duties assigned by his/her immediate Supervisor/Manager or duly authorized officer

KEY TECHNICAL COMPETENCIES:

- Strong knowledge of purchasing principles, practices, and guidelines
- Proficiency in purchasing/procurement software and tools, as well as Microsoft Office Suite
- Ability to work collaboratively in a team environment and manage multiple priorities simultaneously
- Excellent negotiation, and communication skills.
- Adept at managing cost-effectiveness, quality, and supplier relationships.
- Proficiency in evaluating, selecting, and managing suppliers/vendors, including conducting supplier assessments, negotiating contracts, monitoring performance, and fostering strong supplier relationships.
- Market Research and Analysis skills to identify potential suppliers, keep abreast with market trends, and stay updated on pricing, product availability, and industry innovations.
- Contract Management Knowledge.
- Competence in managing budgets, analyzing costs, identifying cost-saving opportunities, and implementing cost-control measures.
- Analytical mindset and ability to make data-driven decisions
- Problem-solving and decision-making skills.
- Strong organizational and time management skills with attention to detail

- Competency in identifying and mitigating purchasing risks, and contingency planning.
- Commitment to continuous improvement
- Customer focused acumen and orientation

QUALIFICATIONS & EXPERIENCE:

- Bachelor degree in business administration or supply chain management
- Between four (4) to five (5) years' experience in the field
- Familiarity with the culinary industry and an understanding of the specific requirements of culinary educational institute would be a definite asset