

ATTACHMENT (3)
JOB DESCRIPTIONS

BUYER/EXPEDITOR

Job purpose:

To coordinate and execute various purchasing or expediting activities & processes pertaining to Procurement management related tasks, PO administration according to the internal policies & procedures and in close coordination with internal and external stakeholders and under the supervision of Procurement Management hierarchy.

The selected candidate shall be performed his duty independently to support the concerned section as per the below detailed task.

- ✦ Contact vendors, place orders, verify supplies, manage supply requisition and communicate with suppliers to determine expected delivery dates and inform lead of potential delays.
- ✦ Responsible for preparing and issuance PO that involve the purchase or sale of goods or services such as equipment, materials, supplies, or products.
- ✦ Facilitates the flow of work and materials between and within a company's departments and the vendors.
- ✦ Ensuring that a business has the supplies and inventory it needs to function according to schedule.
- ✦ Review and negotiate PO details, including specifications, price, date of delivery and contractual provisions etc.
- ✦ Prepares proposal for supply and service contracts.
- ✦ Coordinate with maintenance/operations teams in the preparation of bid requests, bid evaluations, negotiation and vendor selection.
- ✦ Coordinate the post-award administration, including shipment follow-up and delivery on time.
- ✦ Track authorizations and correspondences.
- ✦ Maintain detailed and organized files.
- ✦ Maintain an audit file for each PO/contract which will include original PO/contract, all correspondence, changes/deviations, amendments, clarifications, payment schedules.
- ✦ Ensure that vendor is in compliance with legal requirements, owner specifications and government regulations.
- ✦ Monitor & Control the PO/contracts terms and conditions and review all completion stages certificates and invoicing approval process.

Statement and Reports:

- ✦ Prepare departmental reports timely and accurately to meet QAPCO and department requirements, policies and standards.

Related Assignments:

- ✦ Perform other related duties or assignments as directed.

SAP and e-procurement:

- ✦ Fully utilize the ERP systems and e-procurement platform in all activities relating to tendering and price enquiry, PO and contracts establishment and amendments, invoice

- monitoring, expediting and all other related works.
- ✚ Maximize the implementation of SAP Ariba e-procurement platform in tendering and Price enquiry process whenever applicable.
- ✚ Fully utilize reporting systems applied and apply data sharing and updating in shared space.

Qualifications, Experience, & Skills:

Minimum Qualifications

- ✚ Bachelor's degree Engineering or Business Administration.

Minimum experience

- ✚ 2-3 years' experience in related area in purchasing and expediting management, preferably in Oil & Gas or Petrochemical industry.

Communications & Working Relationships:

Internal:

- ✚ Finance.
- ✚ Various user departments for clarifying requirements.

External:

- ✚ Existing & potential suppliers / vendors / contractors.

Context, Work Environment & Decision-Making Authority:

Key decisions having significant impact on the Strategic Sourcing & Category Management Department are referred to the Line manager for approval before implementation.

- ✚ The job holder exercises financial and non-financial authority as per the level established by the QAPCO management and stipulated in the TOFA.