**Job Description**

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| **Job Title:** | **Purchasing Agent** |
| **Department/Location:** | Insert department or location |
| **Band:** | Insert job Band or Grade from Salary Scale |
| **Reports To:** | Insert **position title** of supervisor |
|  |
| **Background:** |
| Insert two to three sentences about what we are doing in the emergency. |
| **Primary Function:** |
| Find and make contact with local vendors and service providers. Evaluate the quality of goods proposed for purchase to ensure quality. Negotiate prices, delivery and payment terms with vendors. Acquire pro forma invoices and estimates. Monitor and document vendor performance. Ensure all documents comply with agency procurement policies. Contribute information to monitoring of vendor performance. |
| **Job Responsibilities:** |
| 1. Contact local vendors and service providers to determine quality and stocks of required goods and services. Maintain continuous working relationship with local supplier sales representatives.
2. Ensure that all requests for quotations are clear and complete. Negotiate price and terms with suppliers as necessary and appropriate.
3. Deliver local purchase orders to vendors and ensure follow up.
4. Ensure vendor invoices correspond to pro forma invoices or estimates.
5. Verify that all required bid documentation is provided by vendors, and that the documents are correctly filed.
6. Make visits to supplier stores and production facilities to ensure contract terms are respected.
7. Constantly investigate new sources of vendors, materials and services.
8. Solicit sealed bids when necessary and appropriate according to agency procurement guidelines.
9. Perform additional duties as assigned by supervisor.
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| **Supervisory Responsibilities:**  |
| None |
| **Key Working Relationships:** |
| **Internal:** |
| Other procurement staff |
| **External:** |
| Local vendors and service providers; Local Customs and other Government Officials |
| **Competencies:** |
| 1. Manifests CRS mission, values, and guiding principles to help improve the lives of the poor, vulnerable, and voiceless.
2. Makes responsible and efficient use of time, talent, money, assets, and natural resources to achieve plans and goals.
3. Builds and maintains mutually beneficial relationships through solidarity.
4. Builds the capacity of self, staff and partners to continue learning and innovating to better fulfill our mission.
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| **Qualifications:** |
| **Required:** |
| 1. Excellent knowledge of local community, including vendors and service providers.
2. Local language skills (speaking, reading and writing)
3. Self-starter with ability to operate efficiently and be successful under difficult conditions.
4. Creativity and flexibility are paramount.
5. Some experience in Procurement and Logistics
6. Good analytical and problem solving skills
7. Ability to prioritize, manage personal time and multiple tasks simultaneously, and ensure follow-up
8. Written and spoken English highly desired
9. Knowledge of computers and the following software: Outlook, MS Excel, MS Word
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| **Preferred:** |
| 1. Driver’s license
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| **This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.** |