**Job Description**

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| **Job Title:** | **Purchasing Assistant** |
| **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:** |
| Assist the Procurement Officer in running an efficient and well-documented procurement process.  |
| **Job Responsibilities:** |
| 1. Ensure that all purchase requisitions are clear and complete.
2. Assure PRF log is up to date.
3. Ensure that all requests for quotations are clear and complete.
4. Prepare all local purchase orders and International Requisition Forms (IRFs) in accordance with agency procurement policies and procedures. Pass all Pos and IRFs to the Procurement Officer for approval prior to making orders.
5. Negotiate with suppliers as necessary and appropriate.
6. Handle correspondences concerning discrepancies in CRS and vendor documentation.
7. Create and maintain continued working relationship with local supplier sales representatives.
8. Make visits to supplier stores and production facilities whenever the situation warrants.
9. Constantly investigate new sources of vendors, materials and services.
10. Solicit sealed bids when necessary and appropriate according to agency procurement guidelines.
11. Ensure proper filing of all documents.
12. Create individual files for vendors, as well as for commodities and services, to speed up procurement operations.
13. Perform additional duties as assigned by the Procurement Officer.
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| **Supervisory Responsibilities:**  |
| None |
| **Key Working Relationships:** |
| **Internal:** |
| Emergency Administrative Staff; Emergency Program Managers and Coordinators;  |
| **External:** |
| Local vendors and service providers;Local Customs OfficialsOther Local 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. Self-starter with ability to operate efficiently and be successful under difficult conditions. Creativity and flexibility are paramount.
2. Local language fluency required. Excellent knowledge of local operating environment and communities.
3. Some training and experience in Procurement, General Management, Logistics, Financial Management, Accounting or equivalent.
4. Knowledge and understanding of generally accepted procurement and asset accounting principles.
5. Planning and organizational abilities.
6. Good analytical and problem solving skills.
7. Demonstrated ability to prioritize, manage multiple tasks, delegate responsibilities and ensure follow-up.
8. Demonstrated knowledge of computers and the following software: Outlook, MS Excel, MS Word.
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| **Preferred:** |
| 1. Written and spoken English
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| **This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.** |