



Example of Procurement Assistant Job Description

Powered by www.VelvetJobs.com

Our growing company is looking for a procurement assistant. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for procurement assistant

- Maintain the filing of both hard copy and soft copy of the ongoing and complete procurement requests with all the supporting documents as required
- Insure all purchase orders are complete and reference all necessary conditions and deliverables, including marking, packaging, payment, documentation, shipment, when requested by a Lead Buyer
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees and the public from injury or harm
- Monitor supplier performance by troubleshooting and resolving issues
- Management of a team of 4 ensuring high performance and productivity
- Day to day operations with an emphasis on quick response times to the hotel units to limit any potential impact as a result of supply issues on hotel operations
- Sourcing and supply across a wide range of spend categories which includes food, beverage, consumables, service contracts and capital
- Contract tendering, negotiation, implementation and management
- Identify cost saving opportunities that will enhance the profitability of the company
- Data analysis and reporting including monitoring mechanisms that identifies savings achieved by category and supplier

Qualifications for procurement assistant

- Has good interpersonal skills and the ability to work effectively with all levels

- Proactively employs strategic and critical thinking skills in solving issues and challenges
- Able to stay focused whilst handling multiple priorities
- Two or more years of experience in a supply chain management role, purchasing, sourcing
- Procurement is the major role, taking frequent call
- Until adequately trained it is expected that the candidate will assist with as many procurements as possible to develop their expertise