

■ **Job/ Position details**

1. **Job Identification Number (JID): Pro-2203**
2. **Job Grade (JG): (TBA)**
3. **Job Level (JL): (TBA)**
4. **Job Title (JT): Procurement Manager**
5. **Reports to: Managing Director & CFO**
6. **Company (Group Business Unit): MEET**
7. **Location and/or Site: MEET Group**
8. **Division/Directorate: Procurement**
9. **Department: Procurement**
10. **Section: Procurement**

I/1- Summary:

- Job incumbent is required to effectively manage and control all Procurement functions studying local and foreign markets to build a strong data base of suppliers who offer high quality, dependable delivery dates and competitive prices.
- Proactively manage the work of both local and foreign procurements and control all the necessary procedures of meeting the company's future needs and requirements.
- Manages the availability of information and data to build accurate forecasts, budgets and business plans.
- Effectively oversee and manage customs' clearance of sea and air freighted consignments.

I/2-Principle Accountabilities:

1. Receives requirements from the different MEET Divisions and departments to collate, revise and develop specifications, in order to develop the annual procurement forecast and budget for final approval by his superiors.
2. Studies and analysis local and foreign markets and prepares data and records of suppliers who offer high quality, dependable delivery dates and competitive prices.
3. Supervise the work of local and foreign procurements and controls all the necessary procedures of meeting MEET needs following established policies and procedures.
4. Provides information about offers obtained from suppliers as guidance; and to obtain the best qualities of the company.
5. Issues the necessary orders for materials after checking prices, delivery dates and lead times.
6. Arranges in collaboration with the Financial Division to send applications for letters of credit to the banks and to pursue them until opened.
7. Follows-up all the procedures of documents and authorizations required for all imported/exported consignments.
8. Revise and ratifies all invoices and other documents before being sent to finance.
9. Follows-up the work of the clearance of the shipped/ air freighted consignments; checking and reviewing all clearance agents' invoices and customs documents before being sent to finance division.
10. Follows-up the fulfillment of the drawback procedures and refunding the value of customs previously paid.
11. Manages all aspects and processes of local/overseas procurements, and to control the procedures necessary for meeting MEET needs either locally or overseas, setting-up sound purchasing procedures ensuring continual evaluation of its performance.

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12. Conducts local market researches for items regularly used/needed by MEET operations and to develop updated records of suppliers and prices.
13. Negotiates with suppliers to obtain the most favorable terms, particularly regarding delivery dates, prices, and quality.
14. Review Purchase orders and L/C's in view of the approved budgets and master files and arrange for the necessary amendments.
15. Place orders via suppliers, arrange for the best delivery dates, arrival of goods and ensure the necessary shipping information and documentary, maintaining minimal possible losses due to orders cancellation or rescheduling.
16. Ensures strict adherence to the established requirements and standard procedures in terms of prices, credit limits, payments, approvals ...etc.
17. Organizes and supervises the warehouse and to ensure that stocks control system are adequately maintained in order to optimize the use of stocks and to reduce the holding costs.
18. Ensures effective loading and offloading practices of materials inside and outside of the warehouse are maintained.
19. Identifies and reports slow moving materials/ goods and to ensure that all stocks in the warehouse are in a useable state and not rejected and maintains appropriate stock level of materials to avoid any over or under stocking.
20. Identifies and reports to his superiors promptly of any missing, damaged while accepting consignment from suppliers to preserve MEET rights against other.
21. To supervise maintaining stock recording system to preserve warehouse documents in a complete state and ready at any time.
22. To assist in the work of inventory taking as required in advance and established by MEET policies and procedures.
23. Communicate with all MEET active supply sources to establish active materials Forecast for the next semester throughout the year to secure Active Materials availability and appropriate stock levels.
24. Following-up all local and foreign purchase processes, especially for Active Materials (Most expensive ones) to ensure materials arrival and to expect any problems that might occur to take the necessary decisions/actions and communicate to his superiors to minimize its negative reflections on the business.
25. Arranges for the opening of L/C's in case of L/C payment terms, once it is received and review carefully its terms and conditions to ensure its compliance with order specifications and the company requirements.
26. Interviews vendors to ascertain their ability to meet the specific requirements for design, performance, price and delivery.
27. Studies defects with the users/departments with a view to rectification by suppliers or change in specification or change of suppliers.
28. Undertake any other duties and responsibilities as may be assigned to him from time to time by his Superiors.

1. Knowledge:

1. B.Sc. Engineering (Power/Electrical) or equivalent.
2. Specialized Academic Certificate and/or Additional Professional Certification and Accreditations are an asset.
3. Retains very good skills dealing with Corporate ERP/Oracle Systems and Modules.
4. Demonstrates excellent Microsoft Office knowledge skills and talents.
5. Displays very good team spirit skills.

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6. Displays very good analytical skills.
7. Displays effective verbal, presentation and communications skills.
8. Retains a minimum of 10 years experience in Procurement/Material Management and Inventory Control disciplines.
9. Very Good command on English language.

10. Complexity and Judgment

- Incumbent is required to demonstrate outstanding knowledge and expertise of the Overall Procurement functions, processes and disciplines.
- To be fully familiar of the resolutions, laws that legislations concerns his job, as well as its latest updates, communicating and sharing such information with His Superiors and concerned line Management.
- Displays fully awareness and understanding of practices, facts, theories, terminologies, concepts, processes, and techniques frequently used on the job.
- Ability to work under pressure
- Wide knowledge of suppliers and markets.
- Very Good negotiation skills.
- Effective Report writing skills.
- Self motivated displaying outstanding sense of urgency and responsibility and self motivated.

11. Responsibility

A. Freedom to Act

- The job incumbent responsibility is extended to include the overall Procurement functions as described in duties and responsibilities above.
- Ensure the material availability will impact on achieving MEET Technical Operations, Business Development, Sales and Marketing activities.

3/A- Laws, policies and procedures governing the job boundaries.

1. Professional local/overseas procurement resolutions, laws that legislations
2. Group established policies and procedures.
3. ISO Certificates policies, rules and procedures.
4. Other rules and/or regulations directly and/or indirectly related Warehousing Management, Importation, exportation and Inventory management and control.

3/A/2/1	Conducts job-related studies and researches on: As might be requested and assigned to him by his superiors.	Yes
3/A/2/2	Analysis and evaluates job-related studies and researches on: As might be requested and assigned to him by his superiors.	Yes

B. Scope/Span

- The job incumbent responsibility is extended to cover the management of Group-wide Procurement functions.

12. Supervision Exercised

4/2- Supervision Exercised OVER the “Job Holder”

4/2/1 Immediate supervisor **FUNCTIONALLY** and **CONCEPTUALLY** oversees the performance of the job.

4/3- Jobs directly reporting to the “Job Holder”

Sr. No.	Job Title	Number of Job Holders
4/3/1	Procurement Supervisor	One
4/3/2	Procurement Senior Specialist	One
4/3/3	Procurement Specialist	One
4/3/4	Warehouse Supervisor	One

4/4- Supervision Exercised BY the “Job Holder”

4/4/1 **FUNCTIONALLY** and **CONCEPTUALLY** oversees the performance of the job of his

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direct reporters.

13. Interpersonal and Communication Skills

5/1- Job holder's External Communications-e.g.:-

5/1/1 Local & Overseas vendors and suppliers.	YES	<input type="checkbox"/>
5/1/1 Customs Governmental Body.	YES	<input type="checkbox"/>
5/1/1 Airports & Harbors.	YES	<input type="checkbox"/>

5/2- Job holder's Internal/External Communications objectives e.g.:-

5/2/1 Secure approval	YES	<input type="checkbox"/>
5/2/2 Obtain information	YES	<input type="checkbox"/>
5/2/3 Explain to maintain cooperation and support	YES	<input type="checkbox"/>
5/2/4 Committee membership	YES	<input type="checkbox"/>
5/2/5 Presentations and Demonstrations	YES	<input type="checkbox"/>
5/2/6 Represent Company/Department	YES	<input type="checkbox"/>

5/2/7 Others: As may be assigned to him by his superior.

14. Manual / Motor Skills

6/1- Machines and equipments used by the job holder to get the job done.

1. Personal Computers
2. ERP / Oracle System
3. Mobile Phone

6/2- Hazardous that represents a threat to the job holder while getting the job done.

- Nil

15. Visual Concentration

- The job may require some close visual concentration that may exceed 40-50% of the job incumbent's working day.

7/1- Machines and equipments used by the job holder to get the job done.

1. Personal Computers
2. ERP / Oracle System
3. Mobile Phone

7/2- Hazardous that represents a threat to the job holder while getting the job done.

- None

16. Physical Effort

- Normal physical office effort.

9. Work Environment

A. Working Conditions

- Normal air conditioned fully equipped office.

B. Overnight Travel

- The job does not require travelling within and/or outside country boundaries.