

AUB

JOB DESCRIPTION

JOB TITLE: Purchasing Agent

DEPARTMENT: Purchasing

1. BASIC FUNCTION:

Receives, reviews all assigned purchase requisitions and processes them in accordance with University established procedures. Locates, evaluates and contacts suppliers, negotiates prices, and selects the most suitable supplier(s). Issues purchase orders and follows up on delivery and end user inquiries.

2. DUTIES PERFORMED:

a. Receives and verifies purchase requisitions assigned by the Director, for completeness of information. Includes checking availability, contacting requesting departments to negotiate a substitute in case of non-availability and processing the purchase order according to applied purchasing procedures.

b. Locates and contacts qualified suppliers, secures price quotations, negotiates prices, availability of items, delivery dates, after sales services when applicable, guarantees, payment terms, etc. Issues purchase orders to suitable suppliers.

c. Evaluates suppliers based upon price, quality, service and reliability. Ability to analyze technical data in suppliers' proposals.

d. Decides in accordance with applied purchasing procedures whether to purchase through competitive sealed bids, open written quotes or by verbal negotiations. Prepares formal tender invitations to suppliers to submit proposals, in addition to scheduling bid opening meetings for the bidding committee and participating in product selection.

e. Works out problems that may occur with the suppliers related to materials on order. Includes updating requesting departments and end-users as to the status of ordered items.

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DUTIES PERFORMED: (Continued)

f. Provides the users with up-to-date information on new products and/or new suppliers.

g. Performs other related duties such as following up on weekly order status report, attending to emergency purchases, following up with suppliers to ensure prompt delivery, attending trade exhibitions, maintaining records and files

3. WORK CONTACTS:

Regular contact with work associates. Frequent contact with academic and non-academic staff regarding specifications, ordering, availability of materials, and with suppliers and their representatives to purchase materials.

4. INDEPENDENCE OF OPERATION:

Reports to Director of Purchasing.

Works according to established procedures and administrative standards. Work is checked at regular intervals.

5. SUPERVISORY RESPONSIBILITY:

Gives work directions to 1 filing clerk and 1 messenger.

6. PHYSICAL EFFORT:

Minimal

7. WORK CONDITIONS:

Clean and pleasant.

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8. MINIMUM REQUIREMENTS:

- a. BA degree.
- b. 2 years experience in administrative operations.
- c. Ability to use word processing, spread sheet software and the Internet.
- d. Good communication skills
- e. Good negotiating skills
- f. Good knowledge of English and Arabic