

Title: Procurement & Sourcing Manager

Reports to: Supply Chain & Facility Director

Responsibilities
<ul style="list-style-type: none"> Sources reliable suppliers and contractors to manage the purchasing process for NCBIS in an efficient and cost-effective manner.
<ul style="list-style-type: none"> Sources new suppliers and maintain an updated preferred supplier list to initiate business with them.
<ul style="list-style-type: none"> Works internally with key persons to ensure clarity on specifications of required services and products.
<ul style="list-style-type: none"> Works with bidding committee to ensure compliance with NCBIS internal controls and procedures.
<ul style="list-style-type: none"> Negotiates with vendors to ensure cost efficiency and advantageous terms with no compromise on quality of services and products.
<ul style="list-style-type: none"> Ensures that contracts reflect the supplier's responsibilities and liabilities Manage the local and overseas purchasing processes e.g. requests, order specs, purchase orders, proper approvals, delivery notes, invoice, etc...and ensure compliance with the internal controls in place.
<ul style="list-style-type: none"> Oversees purchasing documentations, files and records (e.g. Requests for Proposal, purchase orders, vender files, etc.) to ensure compliance with the process and procedures.
<ul style="list-style-type: none"> Maintains a solid data base for Contracts renewal and manage the tender process and renewal within a reasonable time frame.
<ul style="list-style-type: none"> Oversees warehouse inventory includes uniform & submit a monthly report complying with finance department books.
<ul style="list-style-type: none"> Maintains KPIs for the suppliers and hold SQM when needed and before contracts renewals.
<ul style="list-style-type: none"> Coaches the employees within the purchasing department and manage their performance through objectives and KPI.
Skills
<ul style="list-style-type: none"> Decision Making.
<ul style="list-style-type: none"> Relationship building.
<ul style="list-style-type: none"> Negotiation.
<ul style="list-style-type: none"> Communication and Active Listening.
<ul style="list-style-type: none"> Persistence.
<ul style="list-style-type: none"> Detail Oriented.
<ul style="list-style-type: none"> Time Management.
<ul style="list-style-type: none"> Decision Making.
<ul style="list-style-type: none"> Relationship building.
<ul style="list-style-type: none"> Negotiation.

**Interested Candidates to send their CVs on recruitment.wholeschool@ncbis.co.uk