Procurement Staff (2 slots)

Description
The Procurement Staff shall be responsible for the procurement of supplies, services, and construction requirements for the project. Work involves preparation of bid specifications, bid openings, analyzing bids, and preparing documents for construction project bids. Work also involves the processing and monitoring of special projects (related to vending services).

Responsibilities
1. Prepare appropriate documents for the purchase of materials, supplies, equipment and service contracts according to applicable practice, rules, and regulations of the company

2. Develop and prepare specifications for special projects; solicit bids from vendors; make vendor selection recommendation based on materials/service quality and price quotes

3. Prepare internal procedures to ensure compliance with organizational goals and objectives

4. Maintain frequent contact with site leads and technical manager to provide assistance and new information regarding purchasing needs, service agreements, equipment and supplies

5. Perform other duties and tasks that may be assigned from time to time.

Qualifications
• Graduate of a 4-year course on administration or business
• Two (2) years working experience in procurement or its equivalent
• Preferably with at least (1) year similar capacity in the power industry
• Good oral and written communication skills and familiar with basic computer applications such as MS Word and Excel or similar applications
• With decision making and problem-solving skills
• Can speak and understand the Bicol dialect
• Willing to be assigned in Camarines Sur (Caramoan/Garchitorena)

Hiring organization
NCPD

Employment Type
Permanent

Beginning of employment
October 2020

Duration of employment
Long-term employment

Industry
Renewable Energy

Job Location
Caramoan and Garchitorena areas, Camarines Sur, Bicol, Philippines

Base Salary
PHP 10,000

Date posted
June 2, 2020

Valid through
July 31, 2020