

Title	Purchasing Agent
Job Opportunity Code	GR-S&L003-18
Department	Supply & Logistics
Reporting to	Department Manager
Main Location	Elefsina, Greece
Form of Employment	Full time
Final Submission Date	09.02.2018, 17:00 GMT+2

Job Description and Purpose

The position was mainly established for the purpose of supporting the Supply & Logistics Department. The candidate is required under limited supervision and direction, to perform difficult and complex technical duties related to the purchasing of machinery, equipment, tools, parts, supplies or services necessary for the offshore projects of the company and always in accordance with established policies and regulations. The Purchasing Agent researches, evaluates and purchases services, supplies and equipment based on price, service, quality and warranty, in order to meet the needs of the Department; reviews specifications, prepares bid forms and handles bidding process, analyses bid results and makes recommendations and awards; processes purchase orders and other requests; prepares and maintains relevant Department contract files.

Important Note

As part of your role, you will be handling sensitive information in terms of bids and suppliers and thus you will be granted a higher user security clearance. Please be aware that because of these critical duties, you will be subject to system monitoring, and supervisory evaluation to ensure continuous adherence to security clearance processes and procedures. Higher security clearance users are subject to a zero tolerance policy for security violations.

Major Responsibilities

- Perform the procurement material process in accordance with Assodivers business activities and in accordance with the Company's policies, procedures and ethical standards to ensure the following:
 - RFQ process is fair, open and ethical with all Vendors;
 - Review material requisitions for accuracy of information including complete description of items, delivery lead time and proper Required on Site dates (ROS);
 - Ensuring materials meet the required standards and specifications and are fit for purpose for which they are intended;
 - Material is purchased from the most competitive source based on the criteria of Quality (fit for purpose), Delivery (lead time) and Lowest Cost option, unless otherwise instructed by the Department Manager or higher level Management. It is within budget to optimize the unit's operating profitability;
 - Material and supporting documentation is delivered in accordance with the requirements of the Purchase Order (PO) and meets project schedule;
 - Purchase Orders contain complete information and are accurate;
- Ensure timely issue of RFQ's to correct vendors;
- Ensure timely receipt of vendor offers for each requisition before or by due date;
- Ensure technical offers are distributed to reviewers in a timely manner;
- Ensure commercial information is kept confidential and not released to persons outside of the group and only to relevant people;
- Produce accurate Commercial Bid Evaluation (CBE);
- Review CBE & Technical Bid Evaluation (TBE) to produce a Recommendation of Award (ROA) for internal approvals prior the release of the PO as per the guidelines;
- Create PO with all supporting documentation as per requirements;
- Liaise with vendors on a planned basis for the purpose of keeping abreast of their capabilities, new products and interfacing with their management personnel;

- Develop and maintain a commercially sound vendor base, continual survey of the market for new supply sources including non-traditional suppliers and assist in maintaining Assodivers “Approved Vendor List”. Evaluates and monitors vendor performance on a continual basis;
- Help develop project “Approved Vendors” lists. Pre-qualify vendors, if required, to obtain internal and client approval to use new vendors;
- Perform the RFQ process:
 - Review requisitions to verify accuracy and complete scope of work involved;
 - Issue RFQ to vendors and secure compliant offers, manage and update the RFQ Sourcing list on a timely basis;
 - Liaise with the requisitioner, if required, to ensure that TBE’s are completed on schedule;
 - Coordinate with vendor clarification process thoroughly;
 - Participate in commercial negotiations with vendor and perform CBE & TBE per guidelines, ensuring prices are kept confidential and not shared with anyone outside the group and only to relevant people;
 - Place PO’s with selected vendors. Reviews and approves orders that are within approval limit. Provide on-going PO administration including PO revisions, resolution of discrepancies etc. as required during the life-cycle of the order;
 - Maintain an updated PO file;
- Assist in the expediting process:
 - Provide help and guidance to project dedicated expeditors;
 - Resolve commercial clarifications with vendors;
 - Advise Framework Department on any potential vendors interested in supply agreements;
 - Regularly exchange information on new products and sources, market trends and lessons learnt with other Assodivers Departments;
 - Administer the bid pricing process;
 - Participate in the production of a monthly market watch report;
 - Participate in PO close-out;
- Evaluate and monitor contract performance to ensure compliance with contractual obligations and to determine need for changes;
- Adhering to all compliance and auditing requirements for the conduct of ethical and transparent operations including the compliance to all Assodivers policies, guidelines and procedures;
- Complying with Health, Safety and Environmental policies and procedures and compliance with all audits and inspections;

Position Requirements

Education & Training

(The extent or level of knowledge or training obtained by formal education or outside study that is necessary to achieve normal job performance and proficiency. Such knowledge is to be considered the minimum education required for performing the position responsibilities.)

- Advance training in mechanical engineering or similar field of expertise, such as one would receive at a university, technical trade schools etc. or even by multiple years of on the job training;
- Working knowledge and experience in the maritime industry;
- Experience of working with technical contracts;
- Clear and effective oral and written communication skills in English language;
- In the event that the candidate is a male, he must have completed military services;

Experience

(The minimum experience required to perform the job. This experience can be gained in previous employment in a similar job and/or on the job with the current employer. Experience in this factor is measured in time periods e.g. 3-6 months, 3-5 years, 10-15 years etc.)

- Minimum 6 years working experience in similar positions. Other working experience is under consideration as well;
- Experience in the offshore industry and management of large and complex offshore projects;
- Fully conversant with modern procurement and purchasing techniques;
- Experience of Purchasing bespoke, manufactured parts including schedules deliveries;
- Experience of working with ERP systems is to be considered as extra skills;
- Proven track record of controlling and reducing external spend whilst developing a robust supplier base to be considered as extra skills;

Skills & Personal Qualities

(The minimum set of skills and personal qualities required to perform the job. Skills required are presenting the expertise or talent to do a job or task. Personal qualities describe the life skills need to be used to communicate and interact with other people, both individually and in groups. Both indicate the candidate's qualifications as they relate to the job and how they fit in the company culture.)

- Must possess problem solving skills and ability to troubleshoot in a logical manner;
- Ability to sense the mood of the requisitioner/ customer/ supplier and react appropriately;
- Excellent communication skills, both written & oral;
- Ability to react well at all communication levels;
- Must be able to exercise judgment within procedures and practices to determine appropriate action; (common sense)
- Ability to implement projects under pressure;
- Strong interpersonal and analytical skills operating with high level of responsibility and independency;
- Must be flexible in work habits and work schedule;
- Must have the ability to maintain good working relationships with other employees;
- Must be able to work both as part of a team or independently;
- Ability to quickly assimilate new information;
- Ability and willingness to learn new skills;
- Ability to bring a new dimension to procurement activities;
- Ability to perform multiple tasks and respond to emergency situations effectively;
- Additional working knowledge of foreign languages (e.g. Italian) are to be considered as extra skills;

Decision Making & Problem Solving

(The mental skills and mental effort required to perform the job. The complexity of decisions and ingenuity required describes the variety and routine involved with assigned tasks and responsibilities, the frequency of problems and the extent to which the work requires analytical ability and exercise of judgement.)

- Tasks are diversified and follow a wide range of standardized slightly complex procedures;
- Tasks are considered semi-routine and may be of several varieties;
- Judgement exercise within procedures and practices to determine appropriate action; (common sense)
- Analysis of data generally applied to the solution of specific problems;
- Problems may occur as a regular part of the job;
- Candidate works on assigned objectives and may work occasionally independently on special projects;
- Candidate must possess problem solving skills and ability to troubleshoot in a logical manner;

Supervisory & Management Responsibility

(Job responsibilities in regards to directing, controlling and coordinating the efforts of employees e.g. supervisory, training, management and advisory responsibilities. Describes the responsibilities for advising management, providing functional advice and control for coordinating activities or groups. Indicates the number of direct and indirect reports and their position(s).)

- No direct or indirect reports;

Independence of Action

(Describes the extent and closeness of supervision required and received, as well as the availability and involvement of the immediate supervisor. Consideration should be given to standard practices, instruction and procedures, as well as built in checks and reports that provide the employees with controls and restricts independence of action.)

- Occasional supervision required;
- Candidate would work along on routine work and checks with supervisor only when in doubt;
- Production generally precedes a check on the quality of work;
- Established methods and procedures are clearly established and general instructions provided;

Consequence of Error & Budget Responsibilities

(Describes the responsibility for loss to the organization due to any single error resulting from actions or decisions involving the work function. Includes financial and material responsibility, responsibility for accuracy, and the safety of other. Describes the responsibility for establishing a budget and final accountability for its control. In some cases, budget responsibility may be indirect or influential.)

- Errors usually discovered when work is checked in succeeding operations;
- Errors that result from omissions and insufficient work scheduling, have a strong impact on financial aspects and thus are considered as a major and important loss to the organization;
- The effect is spread to multiple departments;

Confidentiality

(Describes the integrity and discretion necessary to safeguard confidential data handled or obtained as a regular part of the job.)

- Frequent contact with confidential data or information where disclosure will have a potent adverse internal and/or external effect;

Contacts-Internal and External

(Describes the responsibility for meeting, dealing with and influencing others. Contacts may be internal and external. The nature, purpose, frequency and level of contacts should be described. The level of difficulty and importance of the contacts should be described.)

- Contacts of importance are a regular part of the responsibilities of the position;
- Tact and judgement are required when dealing with others;
- Excellent communication skills are required, both written & oral, when dealing with others;
- Clear and effective oral and written communication skills in English language;
- Ability to react well at all communication levels is important;
- Internal Contacts – Presenting information where tact and judgement is required to obtain approval of action, cooperation or secure a decision;
- External Contacts – Regular contact when dealing with outside contacts however, procedures and standards are established and are to be followed;

Standard Job Requirements

- All individuals are expected to be flexible in undertaking the duties and responsibilities attached to their job and may be asked to perform other duties which reasonably correspond to the general character of their job and their level of responsibility;
- All individuals are expected to maintain personal and professional development to meet the changing demands of the job and participate in appropriate learning and development activities;
- To recognize health and safety is a responsibility of every individual, to take reasonable care of self and others and to comply with Health, Safety and Environmental policies and procedures and compliance with all audits;
- To promote equality as part of the job and to treat everyone with fairness and dignity;
- All individuals are expected to carry out their duties and responsibilities by adhering to all compliance and auditing requirements for the conduct of ethical and transparent operations including the compliance to all Assodivers Group policies, guidelines and procedures;

Work Schedule

- The Purchasing Agent has a schedule that flexes around the need but typically is based on a Monday-Friday 09:00 to 17:00 availability;
- It is common for the Purchasing Agent to work in a flexible basis to meet with needs/ deadlines;
- Periodic Travelling and overseas stays may be required in the line of business duties;

Working Conditions

Physical Demands

(The nature of physical effort leading to physical fatigue)

The Purchasing Agent will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain. The candidate may be required to do some lifting of equipment, supplies and materials from time to time, weighting no more than 5kgs.

Generally the job requires 90% sitting, 2% walking and 8% standing.

Environmental Conditions

(The nature of adverse environmental conditions affecting the person)

The Purchasing Agent may have to manage a number of projects at one time and may be interrupted frequently to meet the needs and requests of other employees or the Department Manager. The candidate may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks. The job is performed in a generally clean and healthy environment.

Sensory Demands

(The nature of demands on the person's senses)

Sensory demands include use of the computer, which may cause eyestrain and occasional headaches. The areas of work may be noisy and busy making it difficult for the person to concentrate.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

The Purchasing Agent may have to deal with a very stressful environment as there are times where the requisitioners/ customers/ suppliers are frustrated or acting under pressure and require immediate services.

	Minimal	Moderate	Extreme
Physical Effort	x		
Health Risk	x		
Sensory Required		x	
Mental Stress		x	

This job description is intended to convey information essential to understand the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties and responsibilities or working conditions associated with the position. All the above are illustrative duties and the post holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.