LT04400
PURCHASING CLERK

Level 4

Reports to (Hierarchical)
Supply Manager / Supply Chain Officer / Supply Activity Supervisor

Reports to (Functional)
Supply Manager / Supply Chain Officer / Supply Supervisor

Job Family
Logistics and Supply

Main Purpose
Carrying out purchases of a supply office according to**MSF** standards and protocols in order to ensure an ongoing supply of all sorts of goods

Accountabilities
- Carrying out the purchases of a supply office on the basis of purchase documents issued by the line manager and managing the administrative and accounting procedures related to purchasing.
- At the request of the line manager, obtaining different quotations from suppliers according to the MSF Purchasing procedure. Below an agreed threshold, directly assessing the local market, seeks products and suppliers that offer the best value for money, and negotiates prices.
- Placing purchase orders to pre-selected suppliers with whom prices have been agreed.
- Requesting invoices or receipts, without delay, for all purchases, checking they are correctly filled and translating information written in local language before approval.
- Regularly updating the supplier-item-price data on the supply office. Informing the Logistics or Supply Supervisor and Log Co/ Logistics Manager of all information or modifications to the "item-supplier" data: price, address, items available….
- Managing the administrative and accounting procedures related to purchases: completing purchase orders, checking delivery notes (against orders), advances issued by the Finance Department,etc. Updating information on purchase lists after purchases are made
- Assisting in reception control process with the storekeeper and supply activity supervisor

Education
Essential, secondary education; commerce related studies desirable

Experience

At least two years in supply chain related jobs

Languages

Essential, local language; mission working language

Competencies

- Results and Quality Orientation **L1**
- Teamwork and Cooperation **L1**
- Behavioural Flexibility **L1**
- Commitment to MSF Principles **L1**
- Service Orientation **L1**
- Stress Management. **L2**

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