



**DEMERARA HARBOUR BRIDGE CORPORATION
SUPERVISORY JOB DESCRIPTION**

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| JOB TITLE: | PROCUREMENT ASSISTANT | LOCATION: | GARDEN OF EDEN |
| REPORTS TO: | SENIOR ENGINEER | GRADE: | |
| DEPARTMENT: | Procurement, Projects, Health & Safety (PPHS) | SECTION: | PROCUREMENT |

1. SUMMARY STATEMENT:

Responsible for the documentation and reconciliation of all purchases made on behalf of the **Demerara Harbour Bridge Corporation (DHBC)** and following up on transactions and ensuring documents are prepared and payments made to Suppliers.

2. NATURE AND SCOPE OF THE JOB

The **Procurement Assistant** is responsible for compiling information and the preparation of Purchase Orders.

The **Incumbent** is required to verify specification of purchase requests, consulting catalogues and interviewing suppliers/vendors to obtain prices and other pertinent information.

The **Procurement Assistant** is responsible for maintaining records of items requisitioned and quotations received and compare prices, specifications, and delivery dates.

The **Procurement Assistant** is required to contact Suppliers/Vendors of items purchased from overseas, prepare payment requisitions and follow through to ensure that payments are made as per arrangement. The **Incumbent** must also procure and compile materials in accordance with time schedules submitted by the Senior Engineer and the procurement plan.

3. PRINCIPAL ORGANISATIONAL RELATIONSHIPS:

(The incumbent relates to the following areas/titles internally and externally within the Nature and Scope of the Job)

AREA/TITLE:

RESPONSIBILITY:

INTERNAL:

Senior Engineer

To provide reports and advice to contribute to decision-making and directions in procurement projects; to review price lists and catalogues; to compare data to determine best supplier.

EXTERNAL:

Suppliers/Vendors

To contact respect to filling of orders; to prepare/follow through on payment requests.

Local and International Suppliers

To assist in obtaining quotations, place orders or discuss status of filing orders, quality, and availability of products; to follow up on transactions; to discuss product defects.

Guyana Revenue Authority

Monitor and purchase Motor vehicle License annually

Guyana Police Force

Monitor and purchase Vehicle Fitness as per need.

Vehicle Insurance

Monitor and purchase as per need.

Utility Payments

Ensure timely payment of bills (GWI, GPL, GTT, Digicel, Local Rates & Taxes, Internet, Garbage Disposal, Security Service, Pest Control any other)

JOB TITLE: Procurement Assistant

DESCRIPTION OF DUTIES:

ASSISTS to **ESTIMATE** and **ESTABLISH** cost parameters and budgets for purchases.

ASSISTS with **CREATING** and **MAINTAINING** good relationship with vendors/suppliers.

J **MAINTAINS** records of purchases, pricing, and other important data.

O **REVIEWS** and **ANALYZES** all vendors/suppliers, supply, and price options.

R **MAINTAINS** and **UPDATES** list of suppliers and their qualifications, delivery times, and potential future development.

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CREATES and/or **MAINTAINS** an index of suppliers of goods/materials relevant **DHBC's** requirements; **SHOWS** quotations of the latest prices of the goods/materials.

MAINTAINS schedules of procurement of goods/materials in accordance with time schedules submitted by Managers and the Engineering procurement Plan.

ASSISTS in immigration and other related matters whenever required to do by the Corporation.

PROVIDES status reports to the **Senior Engineer** on an agreed basis.

MAINTAINS Procurement records and files.

ASSISTS with **MAINTAINING** close working relationships with internal and external contacts as appropriate.

ASSISTS with **PREPARING** work plans and attendance records.

The above responsibility statements identify specific duties necessary to attain the DHBC's overall objectives while not precluding the jobholder from carrying out other related activities that may be inherent in the job.

5. SUPERVISORY JOB DESCRIPTION EVALUATION: QUALIFICATIONS PROFILE

| JOB TITLE: Procurement Assistant | | |
|---|--|---|
| FACTORS | | SUBSTANTIATING DATA |
| 1 | EDUCATION | University First Degree in Marketing, Finance, Public Administration, Management, or other appropriate area. Must have proficient computer skills in Microsoft Office. |
| 2 | EXPERIENCE/JOB KNOWLEDGE | Technical Worker requiring up to five years in in-house programmes in job related field, inclusive of customer service experience. Understanding of procurement processes, policies, and systems. |
| 3 | TECHNICAL/ PROFESSIONAL | The Incumbent is required to assist with examining and correcting Requests to Purchase; maintain index of Suppliers of goods/materials with quotations of prices. Position requires substantial knowledge of significantly complex processes requiring procedural knowledge and ability to interpret and analyse information. |
| 4 | PROBLEM SOLVING /DECISION MAKING | Often coordinates a diverse range and variety of activities requiring adherence to quality standards and involving complex procedures to address identifiable problems. Conditions may change from time to time. |
| 5 | INTERPERSONAL | The Incumbent assists with contacting suppliers and vendors with respect to filling of orders; to prepare/follow through on payment requests. Liaises with Department/Section representatives to follow-up transactions; to discuss defects etc. |
| 6 | RESPONSIBILITY FOR MATERIALS, CASH, ETC | Responsible for the documentation and reconciliation of all purchases made on behalf of the Demerara Harbour Bridge Corporation, Asphalt Plant and following up on transactions and ensuring the payments to Suppliers. |
| 7 | PROCEDURES/ REGULATIONS/ COMPLIANCE | Examines relevant documents; obtains information on prices, quality and availability and compares data to determine best suppliers; obtains approval for purchases. |
| 8 | TEAMWORK | The Team identifies its functions; acknowledges defined objectives, priorities, and deadlines; and collaborates with others in resolving perceivable and unprecedented challenges. |
| 9 | WORKING ENVIRONMENT/ SAFETY OF OTHERS | The environmental and working conditions are moderate with minimal hazards. Work is sedentary, requiring writing, ordinary talking, hearing and vision. Work indoors and outdoors around people. |