

Procurement Manager

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Company: Batelco

Location: Manama

Category: other-general

JobDescription

JobObjective

The role is responsible to ensure timely, cost effective and quality availability, inbound and outbound delivery of all necessary resources, equipment and material pertaining to supported business entities under the Digital Shared Services (DSS); Responsible for leading purchase and supply chain functions and ensuring that all procurements are undertaken in accordance with the organization's stated aims, objectives, strategies and industry best practices

Strategic:

PrimaryResponsibilities:

Set and assist the strategy of the procurement & supply chain function in sync with the strategy/ objectives of the Digital Shared Services (DSS) and the overall organization

Define and ensure effective achievement of strategic initiatives (short-medium-long term views)

Define and document policies and processes in sync with organizational objectives.

Periodically evaluate the same to identify needs for improvement and to keep in sync with

changing business needs/ industry bestpractices

Financial:

Financial

Determinebudget for the procurement & supply chain function,ensuring alignment to overall organizationalbudget

Drive adherence to the budget includingtracking and measurement of financialperformance

Take necessary action for anybudget deviations and drive cost optimizationinitiatives

Define and drive initiatives forcost reduction in sourcing and other related costs

Operational:

Developpurchase policies and processes and provide guidelines forimplementation of the same

Define policies andprocesses for evaluation of suppliers and formulate guidelines andparameters to measure supplier effectiveness. Ensure adherence tothe policies & procedures by all stakeholders. Ensuresystem processes are inline with thesame.

Analyse supply chain needs based onbusiness owner inputs and all other relevant market factors;define/ create contingency plans/ safety stocksetc

Ensure warehousing and stock maintenancepractices are in-line with applicable guidelines and bestpractices

Provide inputs and leverage knowledgeof best industry practices during negotiation with vendors forminimization of costs without compromising quality and timelyavailability of materials

Coordinate with userdepartments regularly on issues related to materials specificationsand quality deviations

Participate in supplieraudits periodically and reports deviations from standard

operating procedures for corrective action

Take full ownership of vendor onboarding processes

Take full ownership of ERP/ other relevant system Procurement & supply chain processes (functional ownership)

Lead and maintain Inventory value, analyse stock aging to identify risk of obsolescence

Lead the preparation of Stock holding report (total inventory value issued, received, previous balance) and Provisioning report and coordinate with finance to process and improve the same

Liaise with internal and external stakeholders to ensure performance issues/ escalations are appropriately managed and functional objectives are met

People:

Take ownership for attending the trainings as per the plan

Take ownership for completing PMS process, employee engagement surveys in time

Continuously share the knowledge and understanding of the telecom industry and business trends

Skills

Profile 1

Qualifications

Master's degree in supply chain management

Experience:

2-4 years' experience in procurement/finance role, within the telecommunications or similar industry is essential

Certifications

MCIPScertification

Profile2

Qualifications

Bachelor'sdegree in business administration /supply chainmanagement

Experience

3-5years' experience in procurement/finance role, within thetelecommunications or similar industry is essential

Certifications

MCIPScertification is preferred.

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