



THE CEPEP COMPANY LIMITED

JOB DESCRIPTION

JOB TITLE: PURCHASING OFFICER	DEPARTMENT: FINANCE
REPORTS TO: FINANCIAL OFFICER	SECTION
Job Purpose:	
Supports the Financial Officer and team members within the department by conducting work relevant to the Purchasing needs of the company.	
Key Accountabilities:	
<ul style="list-style-type: none"> Assessing Internal Requisitions and Quotations for purchases Sourcing of Vendors and Contractors Generating and Executing Purchase Orders Responsible for ensuring the accuracy and validity of all Purchasing related documentation Responsible for proper Inventory Maintenance and Record keeping Assist with all other duties assigned by Financial Officer, Senior Financial Officer and Procurement Officer 	
Qualifications and Experience:	
<ul style="list-style-type: none"> Minimum 3- 5 years of administrative or related experience Bachelor's degree from an accredited college or university 	
Competencies Required:	
<ul style="list-style-type: none"> Proficiency with Microsoft Office (Word, Excel, PowerPoint, and Outlook) Ability to communicate effectively, both in writing and verbally Ability to multitask and prioritize many different projects Significant attention to detail and follow-through skills Excellent organization and time management skills Excellent interpersonal skills and pleasant, positive demeanor Ability to prioritize and take initiative - assertive and confident Significant attention to detail and follows through skills 	

