



Job Title: Procurement Assistant

Reports to: Procurement Officer

Scope of Responsibilities:

The Procurement Assistant is responsible for providing day to day administrative support to the Procurement Officer as required and ensure the stock room is kept tidy and orderly. The Assistant is expected to deliver friendly, courteous and efficient customer care services in the courses of their duties.

Supervised, evaluated by and reports to: Procurement Officer

Performance Responsibilities:

- Responsible for receiving and inspecting all incoming goods ordered through the procurement department.
- Responsible for carrying out reconciliation of goods received through procurement orders; ensuring that the accurate quantities, quality and correct specifications are received as per the purchasing order.
- Manage inventory system to capture all procurement stock.
- Carry out stock taking exercises and provide regular reports on availability of stock.
- Make requisition for purchase of inventory needs.
- Process stationery orders from staff and deliver ordered goods to staff where necessary.
- Assists in the preparation of property for auction and assists in keeping a record of sold goods.
- Maintain an orderly filing system of all procurement documents.
- Assist procurement officer with receiving, checking and distributing overseas orders.
- Provide weekly stock reports to procurement officer.
- Assist procurement officer in general procurement duties and deputize in the absence of procurement officer.
- Any other duties assigned by the procurement officer in tandem with accepted procurement practices at LCS.

PERSON SPECIFICATION



Lincoln

Community School
Learn, Lead, Connect

Qualifications:

- Degree or equivalent in any field

Experience, Skills and Abilities:

- Minimum of 2 years' experience and demonstrated success in a procurement role or similar administrative role
- Experience of managing an inventory database
- Experience of providing front line services to customers
- Proven experience of creating and or using electronic / manual filing systems (google drive preferred)
- Proven Exceptional inter-personal skills; ability to work collaboratively with staff and suppliers.
- Effective oral and written communication skills.
- Excellent technological skills.
- Knowledge of warehouse procedures including methods of proper storage and inventory procedures.
- Ability to lift heavy loads (boxes) and use a delivery trolley.

LCS Believes :

That each employee makes a significant contribution to our success

That contribution is not limited to the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee or LCS to only the work identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.