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DUNGSAM POLYMERS LIMITED
NGANGLAM: BHUTAN

ASSISTANT PROCUREMENT

Position Title: Assistant Procurement

Employment Type: Regular

Division/section: Procurement Section, Corporate Services Division

Reports to: Procurement Manager

Supervises: None

POSITION OBJECTIVE:

Plan, direct, or coordinate the activities in purchasing materials, products, and services.

TASK

- Represent companies in negotiating contracts and formulating policies with suppliers.
- Direct and coordinate activities of personnel engaged in buying, selling, and distributing raw materials, equipment, machinery, and supplies.
- Locate vendors of materials, equipment or supplies, and consult them to determine product availability and terms of sales.
- Prepare and process purchase orders for supplies and equipment.
- Develop and implement purchasing and contract management instructions, policies, and procedures.



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- Participate in the development of specifications for equipment, products or substitute materials.
- Analyze market and delivery systems to assess present and future material availability.
- Resolve vendor or contractor grievances, and claims against suppliers.
- Manage Material Management (MM) module of SAP.
- Work with stores to ensure that proper inventory level is maintained at all times for uninterrupted operation of the plant.
- Any other job assigned by the management.

KNOWLEDGE

SAP – Working knowledge of SAP with special focus on Material Management Module and its relationship with other modules.

Administration and Management – Knowledge of business and management principles involved in strategic planning, resource allocation, production methods, and coordination of people and resources.

English Language – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.



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Production and Processing – Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

Law and Government – Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders and agency rules.

Procurement Rules – Should be conversant with rules for procurement of goods, works and services of the company including delegation of power.

Mathematics – Knowledge of arithmetic, statistics, and their applications.

Transportation – Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.

Occupational Health & Safety: Should have a basic understanding of health and safety so that they aren't injured, killed or made ill by work, and so that they can comply with their organisation's health and safety policy.

COMPETENCY

Integrity – Job requires being honest and ethical.

Dependability – Job requires being reliable, responsible, and dependable, and fulfilling obligations.



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Self Control – Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

Initiative – Job requires a willingness to take on responsibilities and challenges.

Stress Tolerance – Job requires accepting criticism and dealing calmly and effectively with high stress situations.

Adaptability/Flexibility – Job requires being open to change and to considerable variety in the workplace.

Analytical Thinking – Job requires analyzing information and using logic to address work-related issues and problems.

Attention to Detail – Job requires being careful about detail and thorough in completing work tasks.

Cooperation – Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

Quality of Work: Maintains high standards despite pressing deadlines; does work right the first time; corrects own errors; regularly produces accurate, thorough, professional work.