Contractors Ltd.
ELECTRICAL & MECHANICAL INSTALLATIONS

Job Title
Admin & Procurement Officer
Reports To
Finance Manager

Department
Finance, Warehousing & Logistics

Operational Responsibilities

- Manage the end-to-end procurement process including sourcing, quotations, and purchase orders.
- Ensure timely supply of materials, tools, and services required for projects.
- Maintain an approved supplier list and conduct regular supplier evaluations.
- Liaise with warehouse, site teams, and project managers to monitor stock and material flow.
- Use **Zoho** to streamline procurement activities and ensure efficient workflows.

Administrative Responsibilities

- Maintain accurate records of procurement contracts, supplier agreements, and related documentation.
- Assist with document control, filing, and correspondence in line with company standards.
- Support the Finance and Operations teams with administrative tasks.
- Ensure smooth coordination between departments and external suppliers.
- Handle office-related administrative tasks as required.

Quality Responsibilities

- Ensure procurement activities comply with company quality standards and procedures.
- Monitor supplier performance to ensure quality materials and services are delivered.
- Assist in maintaining ISO and other quality-related records relevant to procurement.
- Escalate quality issues with suppliers to management for resolution.

HSE Responsibilities

- Ensure suppliers comply with health and safety requirements, delivering safe and compliant products/services.
- Support internal compliance with HSE standards through proper documentation.
- Maintain awareness of materials and equipment that may present safety concerns.

Asset Responsibilities

- Track and record the movement of purchased tools, materials, and equipment.
- Support the warehouse team in ensuring accurate stock levels and asset allocation.

- Maintain documentation evidencing the location and use of company property.

Financial Responsibilities

- Input, reconcile, and monitor procurement-related data in **SAGE**.
- Support the Finance team in maintaining accurate purchase ledgers and cost records.
- Monitor purchase expenditures against budgets and highlight variances.
- Negotiate favourable terms to achieve cost efficiency.

Reporting Responsibilities

- Prepare and update procurement reports, cost analysis, and dashboards using **Excel**.
- Provide periodic reports to management on purchase trends, savings, and supplier performance.
- Maintain accurate and up-to-date procurement data in Zoho and SAGE.

Attitude & Culture Responsibilities

- Uphold DLI's values of trust, commitment, and professionalism in all dealings.
- Foster positive relationships with internal teams, suppliers, and stakeholders.
- Demonstrate integrity, accountability, and a solutions-oriented mindset.
- Contribute to a culture of continuous improvement.

Training Responsibilities

- Stay updated on system developments (Zoho, SAGE, Excel) to enhance efficiency.
- Share knowledge with colleagues to build cross-functional capability.
- Participate in training initiatives to strengthen procurement and administrative skills.

The Employee acknowledges that the nature of the Company's operations may require flexibility in duties and responsibilities. Accordingly, the Employee agrees that their role and tasks may be reasonably modified from time to time by the Company to reflect changing business needs, provided such changes are consistent with the Employee's skills, experience, and overall position.