SUMMARY:
The Procurement Officer oversees and manages the process of obtaining the goods and/or services SCHC needs to fulfill its obligations to provide quality patient care. This includes the operational procurement of goods and services that are required to sustain SCHC day-to-day’s business operations. Some of the tasks involved in the procurement process include developing standards of quality, financing purchases, creating purchase orders, placing orders, negotiating prices, buying goods, inventory control, inventory management, and disposal of packaging.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Procuring goods and services for the running of the organization and providing quality care to patients.
- Employee user setup for placing orders within the PO system.
- Prompt action on order requests.
- Working closely with department leads to ensure that all goods or services necessary for their departments’ efficiency are procured.
- Works with departments to ensure that order needs remain within budget.
- Communication with departments when there are backorders or order deficiencies.
- Maintaining a stocked supply room for cleaning, maintenance, facilities and office supplies.
- Maintain a stocked supply for medical, including pharmaceuticals and vaccines and dental needs.
- Fulfilling supply requests to various departments within the organization.
- Maintaining a neat and orderly supply room.
- Documentation maintenance of every step of the procurement process.
- Checks invoices for accuracy and authorizes the accounts payable department to issue payment.
- Disposal of all packaging items, including arranging collection or delivery of items that cannot go through the regular disposal process. (Biohazards, medications and used computers, TV’s, appliances and peripherals).

SUPERVISORY RESPONSIBILITIES:

Received: Works under supervision of the Office Support/Site Manager. Supervision is received through personal conferences, general observation of work in progress and periodic review by supervisor of completed work.

Performed: This position typically supervises no others.
QUALIFICATIONS:
To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.
Current (annual) TB screening required and Hepatitis B immunization is recommended for all SCHC employees.

EDUCATION AND/OR EXPERIENCE:
Graduation from high school or the equivalent. Two years of appropriate office work experience, including at least six months performing duties similar to most of those specified above.

KNOWLEDGE AND ABILITIES:

- Knowledge of standard office policies and procedures.
- Skill in organizing time and managing multiple demands.
- Highest level of customer service to visitors as well as other staff members.
- Decision making with procurement criteria.
- Liaison for delivery of bulk items and equipment.
- Possesses strong negotiation skills.
- Has good verbal communications skills.
- Is timely in following up on contracts and checking on backordered items.
- Is capable of staying within a given budget.
- Has good math skills and is quickly able to calculate the cost of goods and services.
- Is trustworthy and does not abuse authority or misappropriate funds.
- Accuracy with data entry and 10-key skills.
- Skillful in the use of computers.
- Skillful in the use of office machines (copier, fax, postage meter).
- Ability to work independently and use good judgment in work prioritization.
- Ability to complete difficult/complex tasks.
- Ability to follow oral and written instructions.