



DEPARTMENT:	Procurement
LOCATION:	51A Railway Road, Cunupia, Trinidad
JOB TITLE:	Procurement Assistant
REPORTS TO:	Manager - Procurement

JOB SUMMARY:

The Procurement Assistant is a key support function for the Procurement department’s daily tasks. It entails working closely with the Procurement Officers and the Vendor Management Coordinator to manage data. Data management is important to ensure procurement always has the best vendors and rates on hand to ensure Ramps wins and maintains business.

JOB DETAILS:

Core Functions

- Clean the Ramps Vendor module on Laser and bring any discrepancies to the attention of the Vendor Management Coordinator.
- Update the weekly report from the Contracts and Proposals (C&P) team on freight rates that are not on tariffs.
- Update the freight tariffs with rates provided by the respective Procurement Officers.
- Upload vendor contracts on LASER and link to the customer contracts as and when needed.
- Complete and submit vendor credit application forms.
- Attend to queried purchase orders (PO) that require value added tax to be added.
- Provide daily Key Performance Indicator (KPI) report.

Other Functions:

- Maintain a good working relationship with all departments for the support required.
- Conduct research as needed to perform the above duties.
- Partake in multi-disciplinary teams for specific projects.
- Attend and conduct training as needed.
- Attend meetings, conferences, workshops, site visits locally or abroad as required.
- Any other duties that may be required by management.

KEY PERFORMANCE INDICATORS (KPIs):

- Attend to sixty (60) vendors per day on the RAMPS vendor module.
- Update sixty (60) lanes per day on the freight tariff (a mix of air, ocean, inland – US truck and US rail)
- Acknowledge receipt of C&P report within one (1) hour of receipt.
- Review C&P report, mark off lanes on tariff and provide noncontract lanes to the respective Procurement Officers by close of business same day of receipt of report.
- Link vendor contract to customer contract within three (3) hours of receipt of request from C&P team.
- Upload vendor contracts on LASER within three (3) days, priority is given to those that urgently required for use.
- Ensure queried PO is corrected daily.
- Complete vendor credit application form within same day of receipt and submit for review and signatures.



HSSEQ RESPONSIBILITIES:

- Observe all health and safety rules and regulations.
- Stop all work if any unsafe conditions exist or unsafe practices are observed.
- Report any unsafe conditions or practices to your Supervisors and/or Team Leaders.
- Understand how to perform jobs assigned in accordance with operating procedures and/or work instructions.
- Do not undertake any job you do not understand – ask your immediate Supervisor and/or Team Leaders once there is any doubt.
- Wear and use all safety equipment required to ensure the safe execution of the specific job.
- Participate in mandatory toolbox meetings, safety meetings and training sessions (internal and/or external) as required.
- Report all incidents immediately to your Supervisor and/or Team Leaders.
- Cooperate during incident investigations so that the incident causes can be determined, and corrective action taken; and
- Tag and Report all defective tools or equipment immediately.
- Follow and maintain Company standards of Quality in accordance with Company Quality System requirements.
- Adhere to the guidelines stated in the Policy Manual.

EDUCATIONAL REQUIREMENTS AND EXPERIENCE:

- BA / BSc. from a reputable and recognized institution with advanced skills in the Microsoft Office Suite.
- Minimum 2 years' experience in similar role.

PERSON SPECIFICATIONS:

- Excellent communication skills.
- Problem- solving and analytical skills.
- Ability to achieve goals and meet deadlines.
- Strong organizational skills.
- Sensitivity and understanding.