



## TERMS OF REFERENCE

### SENIOR PROCUREMENT EXECUTIVE

**Location:** Fair Trade Lebanon- Hazmieh

**Type of Contract:** Freelancer

**Starting Date:** ASAP

**Length of Contract:** 1 year

**Position type:** Freelance

**Work Schedule:** Monday to Friday – 9am to 5pm

**Reports to:** Michelle Jeanbart

**HR Contact:** Michelle Jeanbart

#### **JOB SUMMARY**

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The Senior Procurement Executive oversees the purchasing activities and ensures that purchased items are both cost-efficient and of high quality. His/Her responsibilities include supervising and maintaining positive supplier relations, evaluating supply options, approving purchases, and maintaining accurate records.

#### **ROLES AND RESPONSABILITIES**

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- Create and continuously update the procurement process and procedures document.
- Ensure that procurement guidelines are in line with FTL's policies and best practices.
- Communicate any changes or updates in the procurement process to relevant stakeholders.
- Execute procurement bidding processes in strict accordance with FTL Procurement Policies and Procedures to ensure transparency and compliance.
- Develop comprehensive plans for the procurement of equipment, services, and supplies, aligning them with project requirements and budget constraints.
- Review, analyze, compare, and approve equipment, products, and services to be purchased, focusing on quality, cost-effectiveness, and suitability.
- Generate Terms of Reference (TORs), bidding documents, and all associated supportive materials for procurement activities.
- Create and issue Requests for Quotation (RFQs) to potential suppliers, ensuring clear and accurate information is provided.
- Collaborate closely with the Manager to align procurement activities with project goals and staff requirements.

- Oversee inventories, maintaining precise purchase and pricing records to optimize resource allocation and inventory control.
- Cultivate and manage positive supplier relationships, while skillfully negotiating contracts to secure favorable terms.
- Update and maintain supplier information, including qualifications, delivery times, product ranges, and other pertinent details for effective procurement management.
- Develop contracts with suppliers and external service providers to ensure clear terms, compliance, and accountability.
- Research and evaluate potential suppliers, assessing their performance, reliability, and suitability for the organization's needs.
- Prepare budgets and conduct cost analyses to determine the financial implications of procurement activities and identify opportunities for cost savings.
- Collaborate with the Senior Accountant regarding payment methods, ensuring financial alignment and compliance with organizational financial procedures.

## **DELIVERABLES**

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- Reports
- TOR, bidding reports

## **QUALIFICATIONS**

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- University degree in Business Management, Accounting or similar field preferred
- Minimum 5 years of experience in similar position
- Proficiency in Microsoft Office and purchasing software
- Flexibility in performing duties, with exceptional ability to execute multiple tasks concurrently.
- Results driven

## **SKILLS**

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- Good interpersonal communication skills
- Ability to manage diversity and to create networks
- Ability to work independently and with professional discretion.
- Engaged in developing self
- Excellent writing, editing, grammatical, organizational, and research skills.
- A high degree of self-motivation
- Resilience and persistence
- Responsive in thinking critically and acting with agility in complex situations
- Ability to work with a broad range of people
- Strong risk management skills
- Strong negotiation skills
- Detail oriented
- Collaborative team player

- Good time management
- Proficient in English, French and Arabic.