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| Role Profile Title: | **Procurement Officer** | Job Code: | **C8** |
| Job Title: (for use when creating an individual job description) |  |
| Job Family : |  | LAIO Level: |  |
| Position Reports to: | **Commercial Manager** |
| BU / Project / Dept: | **M23010 KUL14** |

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| **Leighton Asia**  |
| Leighton Asia leverages comprehensive sector expertise and geographic diversity as a leading construction and mining services provider. We possess a unique combination of local knowledge and extensive international experience, which allows us to develop competitive, innovative and practical solutions across Asia, India and the global offshore market. Our ability to consistently deliver results to clients, shareholders and communities in our geographically vast and culturally diverse footprint is backed by our motivated, focused and performance-driven employees. We currently operate in China, Hong Kong, India, Indonesia, Iraq, Laos, Macau, Malaysia, Mongolia, the Philippines, Singapore, Sri Lanka, Thailand and Vietnam. Leighton Asia is headquartered in Hong Kong. |

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| **Purpose of the Role (why does the position exist, WITH what objectives)** |
| The role is to assist with the procurement of plant, materials and equipment with the objective of achieving favourable supply and payment terms on behalf of the Company in consideration of value, timely/reliable delivery schedules and conformance with project specifications and to assist in the administration of the day to day accounting functions by preparing and entering of management and financial accounting data with the objective of being compliant with Leighton accounting policies and procedures.  |

**Key working relationships** (Explain the people and levels and reasons both within and outside the organisation with which this job has to interact)

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| **Primary Audience (Internal)** | **Primary Audience (External)** |
| **Within the same function:*** Procurement Manager
* Commercial team
* Construction team
* Engineering team
 | * Client representatives
* Sub-contractors
* Suppliers
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**Qualifications, Experience and Skills**

(Please provide typical qualification and experience requirements for the position, and not qualifications of the position holder)

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| **Qualifications** | **Experience** |
| * Bachelor’s degree in Quantity Surveyor
 | * Total work experience: 2+ years of relevant experience
* Microsoft Office
* Some local market knowledge
* Knowledge of project materials, plant and equipment
* Fluent in local language and English
* Data Input skills
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| **BEHAVIOURAL SKILLS** |
| (Refer to Knowledge: Leadership Capabilities / Behavioral Expectations for the descriptions of behavioral skills for the role) |

**Key Accountabilities** (List all areas of responsibilities, with key tasks and performance metrics defined)

| **Key Accountabilities** | **Key Tasks & Performance Indicators** |
| --- | --- |
| Procurement of materials  | *Tasks:* * Coordinate procurement of all permanent materials and temporary works materials from reputable suppliers and subcontractors.
* Set up and complete purchase orders register.
* Ensure all purchase requisitions are properly issued and cost coded and filed.
* Ensure level of authority for authorization is obtained before raising purchase orders.
* Allocate to appropriate budget items in the Bill of Quantities.

*Performance indicators:* * Purchase Orders are maintained correctly.
* Delivery follow up.
* Activities coded correctly in system.
* Minimal oversights of data entry*.*
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| Data Management and Reporting | *Tasks:** Maintain database of suppliers.
* Input details of all required materials as per project specifications
* Prepare weekly and monthly procurement reports.
* Carry out inventory control with Storeman for purchases and replacement of consumables and spare part items.
* Provide necessary feedback to Procurement Manager and Commercial Manager as required.

*Performance indicators:* * Accuracy of reports.
* Data entry up to date.
* Reports produced in a timely manner.
* Feedback provided to the Procurement Manager and Commercial Manger*.*
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| Input of information (invoices, bills)  | *Tasks:** Input data into the accounting system.

*Performance indicators:** Accuracy of data system.
* Accuracy of coding.
* Data inputted by specified timeline*.*
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| Proper filing  | *Tasks:** Maintain filing records.

*Performance indicators:** Compliance of document for Regulatory requirements (tax, audit, etc)
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| Safety, Health & Environmental  | *Tasks:** All works are carried out in accordance with the defined safety procedures and guidelines

 *Performance indicators:* * Regular participation in site safety training
* Loss time due to injury/ accidents
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| **Agreed By** (please signwhen agreeing on this job description)**:** |
|  | **Name** | **Signature** | **Date** |
| Employee: |  |  |  |
| Manager: |  |  |  |