



Job Title	Procurement Assistant
Report to	Procurement Manager
Department	Procurement

I. General

Assist procurement manager for project sourcing and daily operation sourcing, cooperate with different department and fulfill their purchasing request. Follow up the paperwork and contract.

II. Job Responsibilities

- **Warehouse management**
 - Perform regular inventories of warehouses (Purchased Goods Warehouse, Stationery Inventory, Apartment Miscellaneous Parts Warehouse);
 - Receiving and dispatching products timely according to request;
 - Replenishment of consumable products and updating of new products to the inventory summary chart;
 - Setting up inventory bin cards for products to ensure that all entries and exits are recorded accordingly.

- **Procurement support**
 - Assisting the Head of Procurement in the procurement and day-to-day work.
 - Sourcing and purchasing materials and suppliers according to specific purchasing requirements;
 - Assist the purchasing team in reviewing order documents and making timely expense claims and reimbursements when documents are complete;
 - Assisting in the delivery check process :verifying the arrival of order list, assisting in distributing them to users, and ensuring the delivery note signed or proper delivery email sent;
 - Assume the work of on-line purchasing;
 - Assist in purchasing document management: supplier information, purchasing records, purchasing contracts, etc;
 - Completes other reasonable tasks as assigned by the Head of Procurement;

- **Others**
 - Assist with annual fixed asset inventory check as required by Finance during student holidays;