

POSITION: PROCUREMENT CLERK

BASIC FUNCTION OF POSITION

Provides clerical support for the Procurement Section. Maintains office and procurement files. Responsible for procurement of publications for Post and other Missions abroad. Assists in market surveys and purchases both local and off-shore items. Prepares publication distribution lists and publication shipments to other Missions abroad.

MAJOR DUTIES AND RESPONSIBILITIES

1. Assists the Procurement Supervisor in data entry of procurement documents and correspondence, reviews procurement files for completeness, and follows up to obtain missing information via e-mail, office memo or telephone. (15%)
2. Prepares weekly publication shipments to ordering offices abroad. (5%)
3. Prepares and maintains purchase order files in an orderly fashion, reviews acquisition regulations, and incorporates any changes or revisions into ongoing procurement actions.(15%)
4. Assists in the processing of payment vouchers for items received. (15%)
5. Responsible for procurement of publications for Post and other Missions abroad. (25%)
6. Assists the Procurement Section with local and off-shore market survey. Assists other Procurement personnel and fills in during any absences. (20%)
7. Other duties as assigned by Procurement Supervisor. (5%)