

**TOBAGO REGIONAL HEALTH AUTHORITY****Job Title: Purchasing Expeditor**☐ New

Position Number: \_\_\_\_\_

☐ Revised

Reports to: Procurement Specialist

Department: Procurement

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

**JOB SUMMARY**

The Purchasing Expeditor processes all purchase orders, and liaises with end users on the status of their shipment. The role also involves constant interaction and follow-up with suppliers / end user departments to ensure goods/ services are completed within the expected time.

**RESPONSIBILITIES**

- Follows-up and track orders placed with suppliers to ensure timely delivery of goods
- Liaises with End users / Stores to provide updates and receive feedback
- Coordinates logistics of incoming goods / services from suppliers to ensure on-time deliveries
- Run daily reports to find incomplete orders
- Update the status of goods / services required on the Purchase Order Status Report files and within the computerised database management system
- Maintains inventory of goods ordered from Purchase orders
- Completes orders by collecting copies of the invoices, shipping records and delivery notes from Stores
- Submits a monthly report on the status of all outstanding orders
- Liaises with critical end user departments to ensure that the requisitions are sent in time before reaching the estimated safety stock levels.
- Maintains an effective filing system for all purchasing Purchase Orders and Requisitions
- Adheres to Accreditation Standards, Public Health, Infection Control, Occupational Health and Safety, MoH/ DHSS, Board/ Registering Body and TRHA Protocols, Guidelines, Policies and Procedures
- Performs other related duties as assigned

**AUTHORITIES**

- Schedule meetings with suppliers and end users

**ACCOUNTABILITIES**

- Ensure timely updates are reflected on the Purchase order status report and are communicated to the Purchasing Agents and end-users
- Ensure files are updated weekly and has 100% accuracy of information

**SPECIAL REQUIREMENTS**

- Willing to work overtime, public holidays and weekends as requested by the Purchasing Supervisor

**REPORTING**

Reports directly to the Purchasing Supervisor or duly authorised officer

**KNOWLEDGE, SKILLS AND ABILITIES**

- Excellent skills in customer service.
- Experience in database applications including report writing is required; however experience in Great Plains database would be an asset.
- Experience in specific Microsoft Office applications such as experience in Word, simple Excel spreadsheets, able to develop formula, work sheets within workbooks, etc., developing dynamic slides in PowerPoint.
- Knowledge of purchase orders, invoices and shipping documents
- Excellent verbal communication and interpersonal skills
- Ability to focus for long periods of time, producing accurate work within the deadlines provided.

**CREDENTIALS AND EXPERIENCE**

- Associate Degree in a Social Sciences discipline or any other related field from an accredited educational institution, or;
- Advance Certificate in Procurement and Supply Operations with the Chartered Institute of Purchasing and Supply (CIPS)

**APPROVALS:**

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_

CEO: \_\_\_\_\_

Date: \_\_\_\_\_

**Employee Review:**

*I have read the above, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities, and understand that the performance of other duties will be required from time to time in order to meet the Authority's needs. I have been given a copy of this description.*

**Incumbent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_