

JOB DESCRIPTION FORM

Job Title	Purchasing & Billing Officer
Location	To be defined
Department / Section	Purchasing & Billing
Contract Type	Permanent
Reference	JDSC(country)003

Job Core Functions:

Ensure flawless execution of P&B operations and enhancing efficiency, accuracy and compliance with company and legal standards and procedures.

Main Duties

- Prepare purchasing orders by preparing bid requests and purchase orders; assigning appropriate tracking numbers reading mail and facsimiles; answering the telephone.
- Mailing, faxing or calling appropriate parties. Verifying and editing terminology and specifications of purchase requests.
- Process requisitions filled by customers by preparing offers.
- Handle the billing process.
- Maintain and controls the inventory.
- Keep customers informed by confirming and clarifying orders; noting shipping or backorder delays.
- Ensure delivery and payment by routing orders to departments for filing; initiating purchase orders; tracking delayed orders. Preparing payment documents; routing invoices to accounts payable.
- Provide information by answering questions from customers and vendors.
- Maintain historical information by filing orders and related documents.
- Maintain operations by following policies and procedures; reporting changes as needed.
- Prepare reports by collecting, analyzing, calculating, compiling and summarizing information.
- Maintain work flow by sorting and delivering information.
- Process, organizes and follows up all QMs (Quality Messages) from the service department.
- Process, organizes all return defective parts under warranty
- Issues all service under warranty invoices in coordination with the service department and insures the submission of the proper documentation
- Issues all service invoices related to the MAN Roland Service Hub in coordination with the service department and insures the submission of the proper documentation.

Key Results Area

Smooth, timely execution of operations and appropriate control and reporting

Internal and External Communication Channels

Internally needs to have a close working relationship with all functions, especially accounting and sales
Need for effective working relationship with all suppliers and vendors

Relationships:

Report directly to Supply Chain Manager
Supervise none

Education

The candidate shall have BA/BS in Business Administration or equivalent



HR

Other Qualifications

- 0-3 years of relevant experience
- Very good command of English and Arabic, French a plus

Resources Required

Human:
Equipment: PC, professional software
Others:

Competencies:

• Dependability, and ethical integrity
• Accurate and meticulous
• Customer and service oriented
• Emotional control
• Sound interpersonal skills
• Good Knowledge of IT Tools, ERP'S, MSOffice, Great Plain an advantage

Extra Benefits

Disclaimer Clause

Other duties or special projects may be assigned to the job holder as deemed necessary by the work

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