

**Position:** Purchasing & inventory Officer  
**Department/ Division** General Administration Department  
Banking Operations Division  
**Level:** Assistant Manager

**Job Description:**

- Records and files all incoming purchase requisitions/orders and upgrades vendors' price list as necessary.
- Inspect and settles with suppliers, if the materials have any problems, wrong or poor quality, incorrect pricing and late delivery.
- Purchase the computer supplies and office stationery for the users.
- Allocate cost and expense of purchase by department.
- Make out monthly report of outstanding stationery and propose the volume of stationary replace in inventory.
- Make out report of the amount of stationery used by department.
- Response the particular or urgent requests.
- Others as assigned by the supervisor.
- Response and Control operating and mailing
- Check bills, disburse, allocate cost and provide monthly report for DHL,TNT and mailing expense

**Qualifications required:**

- Bachelor Degree in Business Administration / Accounting / Finance
- Minimum 3 years in related job
- Windows / Excel/ MS-Word knowledge.
- Good in calculator operating.