



ST. JOHN EYE HOSPITAL – JERUSALEM

JOB DESCRIPTION

Title	Procurement Assistant
Department	Facilities Department
Section	Procurement
Reports to	Facilities Manager/Procurement Officer
Hours	40 hours per week (including of lunch breaks)
Date formulated/updated	Jan 2024

General Statement of Duties: Contribute to the overall effectiveness of the Procurement Department and provide support and assistance to the Procurement Officer in all the department's activities.

Main Responsibilities:

1. To assist in prepare the appropriate documents necessary for the purchase of materials, supplies, equipment and service contracts in respect of SJEHG.
2. To help in collecting data for and preparing required purchase orders/ purchasing reports to ensure compliance with related policies and protocols.
3. To help in maintain frequent contact with vendors, Directors and Managers to provide assistance and new information regarding purchasing needs, acquisitions of services, equipment and supplies.
4. To liaise with the Accounts Department regarding payments for purchases and received goods, according to agreed financial protocols.
5. To receive and handle the purchasing requests from the Stores Officer.
6. To assist in preparing purchase orders.
7. To take part in and adhering to the RFQ process.
8. To take part in and adhering to agreed tendering process.
9. To maintain vendors' records according to ISO standards and Purchasing Manual protocols.
10. To follow up with the vendors the delivery of items being purchased.
11. To check purchase orders and confirm the items received comply with the purchase order raised.
12. To help in sourcing new vendors.
13. To help in undertake the contacting vendors about nonconformity of the purchasing processes.
14. Any other tasks as requested by the Procurement Officer/Facilities Manager.

General Responsibilities:

1. All staff are expected to report for work on time and fulfil their hours of duty, from time to time some flexibility may be required in order to meet the needs of the job and this may be outside regular hours of work.

2. All staff are expected to promote and contribute to a cooperative and productive work environment. Staff are also expected to show respect and consideration to their colleagues and all patients and visitors to the hospital.
3. All staff are expected to follow the dress code for their area of work. All uniforms as required by different work areas should be worn at all times. Staff who do not have a uniform are expected to wear appropriate, respectful, modest business dress. Jeans are not considered appropriate attire.
4. The hospital is a no smoking hospital and smoking is only permitted in the designated smoking areas and only during official break periods.
5. All staff will abide by confidentiality rules and will not disclose any information about patients, the staff or the workings of the hospital, except in certain circumstances where express permission is given as per the Confidentiality Policy.
6. All staff are expected to comply at all times with the requirements of Health and Safety regulations and to take responsibility for the health and safety and welfare of others in the working environment ensuring that agreed safety procedures are carried out to maintain a safe environment.
7. The Hospital has a Control of Visits in the Hospital and Security of Workers policy in order to help protect patients, visitors and staff and to safeguard their property. All employees have a responsibility to ensure that those persons using the Hospital and its service are as secure as possible.
8. The Hospital is committed to equality and all staff are expected to treat colleagues, patients and visitors to the Hospital with dignity and respect, regardless of their ethnic background, religion, race, gender, age or sexual orientation.
9. All staff are expected to familiarise themselves with the requirements of the Hospitals policies and procedures for staff and also their specific area of work.
10. All appointments within the Hospital are subject to pre-employment health screening.
11. All staff are responsible for ensuring that all risks of cross infection to patients are minimised and that all policies, procedures and guidance relating to infection control practice are adhered to.
12. All staff are responsible, where relevant, for ensuring that all equipment used by patients is clean/decontaminated as instructed by manufacturers and in line with the infection control/guidelines protocol and policy.
13. The job description gives a general outline of the duties of the position and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time, after consultation with the member of staff.
14. Any other duties as designated by your manager and which are commensurate with the grade.

Essential requirements for the post:

Diploma or a Bachelor Degree in Business Administration.

2 year experience in the procurement

Computer literate especially excel spread sheets.

Ability to communicate, read and write in English and Hebrew.

Good eye for details

Methodical and organised

Ability to work under pressure

Ability to meet deadlines

Ability to contribute to team work as necessary.

Name _____

Date _____

Signed _____