



Job Title: Purchasing Agent
Location: Baltimore
FLSA: Full-time

APPLY ONLINE: <http://bit.ly/2h15mIs>

About CRS:

Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. Our Catholic identity is at the heart of our mission and operations. We welcome as a part of our staff and as partners people of all faiths and secular traditions who share our values and our commitment to serving those in need.

Primary Function:

Facilitate, coordinate, and negotiate all aspects of procurement function as it relates to prices, quality, delivery, and logistics, for the procurement of and or sale of all material, equipment, supplies and services for the Agency. Should be able to lead others in a team problem solving process on issues that need addressed. Routinely prompts others to contribute knowledge and information to assist the team.

Job Responsibility:

- Ensure that all procurement is done efficiently according to CRS Policy, the CRS Procurement Manual and consistent with relevant donor requirements.
- Ensure that all actions are governed by the highest standards of ethics, personal and business conduct as stipulated in CRS Policy and the CRS Procurement Manual.
- Suggest any new ideas to improve procurement efficiencies.
- Review all Purchase Requisitions (PRs) and verify that all specifications and requirements are clear and that all corresponding authorizations have been obtained.
- Ensures that all Requests for Quotations (RFQs) clearly present all specifications and requirements as stated in the PR.
- Organize Bid Review Committees (BRC) if needed, and ensure they follow all BRC guidelines as stipulated in the CRS Procurement Manual.
- Ensure the BRC analyzes all bids in a competitive manner and carefully considering all costs and benefits including those not presented on bids explicitly.
- Always negotiate with suppliers regarding price reductions, preferred payment and delivery terms, and shipping options when necessary.
- Prepare a bid review/price analysis for each financial transaction
- Work with Office of Legal Counsel when the specifics of a particular financial transaction requires a formal contract.
- Approve/communicate local purchases by CRS country programs
- Create procurement business process mappings as required.

- Evaluate and select reputable suppliers worldwide. Interview supplier representatives, present and keep abreast of market conditions and worldwide events that could affect goods and services to CRS customers
- Maintain the highest degree of amicable relations between CRS and all levels of our supplier base as well as all public and other outside contacts
- Travel to various country program locations worldwide get feedback from CRS country program directors and visit, tour, and interview local suppliers
- Maintain the integrity of the procurement database within CRS's ERP system
- Represent CRS's procurement department within the CRS agency. Actively participate and report results of all initiatives within this groups
- Act as liaison with worldwide CRS operations and country programs
- Review open orders report weekly and follow up on past due articles.
- Work with A/P and Receiving Departments to resolve any price and or quantity discrepancies
- Know how to post and update documents to CRS Global SharePoint site
- Perform additional duties as assigned by Global Procurement Manager
- Familiar with donor regulations (i.e. Global Fund, FAR,USAID)

Supervisory Responsibilities:

- N/A

Key Working Relationships:

Internal: All Departments

External: All CRS Country programs, suppliers, and public representatives

Agency-wide Competencies (for all CRS Staff)

These are rooted in the mission, values, and principles of CRS and used by each staff member to fulfill his or her responsibilities and to achieve the desired results.

- Serves with Integrity
- Models Stewardship
- Cultivates Constructive Relationships
- Promotes Learning

Knowledge, skills, and abilities:

- BS degree or 5-10 years in procurement field
- MRP/ERP experience a definite plus
- Excellent Negotiator
- Must be honest and always foster an atmosphere of trust and integrity.
- Good computers and skills, fully capable with Microsoft Office (MS Word, Excel, PPT, Visio and Sharepoint), and experience conducting internet sourcing.
- Demonstrated ability to perform fast, efficient and cost effective procurement service while maintaining the agency's high standards.
- Good data analysis skills.
- Committed to always providing highest possible customer service.
- Good organizational skills.
- Excellent interpersonal communication skills and relationship builder.

This job description is not an exhaustive list of the skills, efforts, duties, and responsibilities associated with the position.

NOTE: All interested applicants must be authorized to work in the U.S. at the time of application.

Internal applicants are encouraged to apply within the first 10 days of posting.

CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

EOE