



The Latin Patriarchate of Jerusalem together with AGIAMONDO, are currently looking for qualified candidates for the current job post; "Purchasing / Logistics Assistant" – full time duty, under the direct functional and administrative supervision of both the Procurement and Contracting Officer at the Latin Patriarchate of Jerusalem and the country coordinator of AGIAMONDO.

**Position Purpose:**

Under the supervision of the General Administration of the Latin Patriarchate of Jerusalem (LPJ), reporting directly to the Procurement and Contracting Officer and the country coordinator of AGIAMONDO, the Purchasing / Logistics Assistant will provide administrative and logistical support to the country coordinator of AGIAMONDO and will perform a wide range of procurement activities for LPJ and the house convent in Jerusalem.

Purchasing / Logistics Assistant responsibilities include researching new vendors, tracking, and receiving deliveries and updating order records and supplies inventory and order supplies and equipment within a cost-effective purchasing manner.

Work involves traveling within the region.

**Responsibilities and tasks:**

- Arrange and perform convent and offices routine purchases such as but not limited to, alimentary, cleaning, maintenance, travel, accommodation, workshops arrangements, office supplies and stationery according to the internal regulations.
- Perform purchasing activities with full compliance with standard operation procedures (SOP's) procurement rules and regulations, policies, and strategies.
- Compile, issue and approve internal purchase orders within the official internal purchase and financial procedures.
- Control, track the arrival and receipt of stock with all materials invoices and bills to the different entities by the authorized person.
- Implement the internal control system which assures prompt follow up of items and services requested along with maintaining timely billing system.
- Conduct market surveys for best price offers of requested materials and assist in preparing the vendors' and accredit suppliers list.
- Process basic payment requests, requisitions, and invoices.
- Provision of inputs to preparation of procurement plan for LPJ house and other administrative offices.
- Supervise all maintenance needs, arrange mail and goods delivery, and pick up to and from the office.
- Assist and arrange for appointments of CPS workers, the office staff and the coordinator at local ministries, embassies etc. when needed.
- Provide orientation, arrange accommodation and entertainment for guests and visitors.
- Manage filing system both electronically and hard copy, update, and record procurement actions.
- Perform all required duties and tasks in compliance with strict confidentiality and professionalism.
- Perform any other related tasks when requested.



**Requirements:**

- A minimum of a Bachelor's degree in Business Administration, or any related field.
- Proven 2-3 years of work experience related to procurement and/or logistics.
- Familiar with procurement and contracting guidelines and procedures.
- Valid Driving License.

**Competencies:**

- Excellent communication and reporting skills (oral and written in Arabic, English, and **Hebrew**).
- Analytical with strong organizational skills.
- Knowledge of supply chain procedures.
- Strong experience in MS. Office (Excel) and Outlook software.
- Strong reporting skills.
- Time-management skills, multi-task and excel in a deadline-oriented environment.
- Ability to work effectively both independently and as part of a team.
- Capacity to work in a multi-cultural environment.
- Integrity and strong identification with LPJ Core Values.
- Adaptability and readiness to travel when required.

All applications will be handed in strict confidentiality. A cover letter along with a curriculum vitae should be submitted in English no later than **August 13<sup>th</sup> 2021**, only by email at: [hr@lpj.org](mailto:hr@lpj.org)

Only short listed candidates will be contacted