

**SKILLS FRAMEWORK FOR WHOLESale TRADE**  
**SKILLS MAP – PROCUREMENT ASSISTANT/SOURCING ASSISTANT/SOURCING COORDINATOR**

<b>Sector</b>	Wholesale Trade			
<b>Track</b>	Operations, Procurement and Sourcing			
<b>Occupation</b>	Procurement and Sourcing Assistant			
<b>Job Role</b>	<b>Procurement Assistant/Sourcing Assistant/Sourcing Coordinator</b>			
<b>Job Role Description</b>	<p>The Procurement Assistant/Sourcing Assistant/Sourcing Coordinator is responsible for raising purchase orders and maintaining procurement records. He/She also assists in contractor selection by collating procurement specifications and tender bids received from suppliers.</p> <p>He possesses good interpersonal and time management skills, displaying ability to communicate well with suppliers and his colleagues. He is meticulous, an adept multi-tasker and is able to react well to dynamic changes in the work environment.</p>			
<b>Critical Work Functions and Key Tasks</b>	<b>Critical Work Functions</b>	<b>Key Tasks</b>		
	Develop procurement plan	Support organisation's procurement activities based on established product specifications and customer needs		
		Assist in establishing working level relationships with organisational network and external vendors for optimal procurement transactions		
	Manage seller selection process	Support data collection on potential sellers that fulfil procurement requirements		
		Draft proposal requirements and/or procurement specifications to prospective sellers		
		Consolidate list of sellers in accordance with organisation's selection processes		
	Manage procurement activities	Initiate and track statuses of purchase orders and reorders in accordance with organisational procedures		
		Administer receipt of products in accordance with procurement requirements and quality assurance processes		
		Assist in audit of documentation and contract terms required for trade transactions		
		Support sales and finance departments to process payment to sellers		
	Support application initiatives	Operate new technologies, electronic tools and devices		
		Apply latest technology implementation to improve operations in own work areas		
		Provide assistance in ongoing review records and information to determine the effectiveness of work processes and procedures		
Support continuous work improvement activities and performance improvement strategies				
<b>Skills &amp; Competencies</b>	<b>Technical Skills &amp; Competencies</b>		<b>Generic Skills &amp; Competencies</b>	
	Conflict Management	Level 2	Teamwork	Intermediate
	Continuous Improvement Management	Level 2	Communication	Intermediate
	Inventory Control	Level 2	Interpersonal Skills	Basic
	Learning and Development	Level 2	Computational Thinking	Basic
	Operations Risk Management	Level 2	Digital Literacy	Intermediate
	Order Fulfilment Administration	Level 1		
	Procurement Management	Level 2		
	Quality Assurance Management	Level 2		
	Resource Management	Level 2		
	Stakeholder Management	Level 2		

	Supplier Sourcing	Level 2		
	Systems Thinking Application	Level 2		
	Technology Integration	Level 2		
	Vendor Management	Level 3		
<b>Programme Listing</b>	For a list of Training Programmes available for the Wholesale Trade sector, please visit <a href="http://www.skillsfuture.sg/skills-framework/wholesaletrade">www.skillsfuture.sg/skills-framework/wholesaletrade</a>			

The information contained in this document serves as a guide.