

# Associate Officer (AO-IV)

Oct 17, 2023



## The ideal candidate should have:

- Bachelor's in science degree (14 years of education)
- 1-2 years of experience in Supply Chain Management department

## Role and responsibilities:

- Carry out duties assigned by SM Planning.
- Review related requests for addition / updating / block / delist / provisional registration / formal registration to check requirements as per PPM have been completed by the requestee.
- Coordinate with Procurement Units regarding vendor related issues.
- Maintain updated record of formally / provisionally registered vendors.
- Ensure that required documents are attached in SAP with respective vendors.
- Check and disposal of all incoming mails on daily basis in consultation with seniors.
- Dispatch all necessary mail through proper procedure.
- Maintenance of files with proper forward and back references on routine basis.

## Essential Skills

- Good communication and interpersonal skills.
- Proven ability to manage and prioritize multiple tasks effectively.
- Detail-oriented with a focus on accuracy and data integrity.



### Last Date to Apply

Monday October 23rd, 2023



### Location

Islamabad - Head Office



### Department

Supply Chain Management

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