

POSITION CARD

DOCUMENT HISTORY_ VERSION

CREATED: 03.2023

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Position: Purchasing Representative	Company: Arkas Hellas
Department: Finance	Reports to: Accounting Supervisor
Position Holder: Stefanos Giannakoulias	Location: Piraeus
Replacement by: Georgia Parnavela	Function: Purchasing
Manager/Individual Contributor: Ind. Contributor	Budget Responsibility: No

Purpose of the Position

Responsible for daily business regarding general expenses/ CAP.EX. (vendors, contracts, monthly expenses report, budgets, new projects analysis, communication, follow up expenses, purchasing procedures)

Key Accountabilities:

- Research, control and evaluate new and existing vendors
- Communication with vendors in any case it is essential
- New projects analysis for cost saving (services, costs, etc.)
- Responsible for purchasing procedure (all actions needed)
- Check general expenses and data entry
- Check all expenses report form
- Responsible for filing of all offers, contracts and documents needed for the cooperation with vendors, both digital and hardcopy
- Responsible for following up (on cost and contract basis) the benefit policies of the company (car policy, mobile policy, car fuel policy, private insurance policy, business travel policy)
- Responsible for CAP.EX. (e.g. electricity vendor)
- Structure expenses report (monthly) / Comparison analysis with previous year/month

- Structure and follow up general expense's budget (monthly, quarterly etc.) as for all expenses except salaries
- Private insurance procedure (all actions needed, e.g. complete forms, communication, follow up)

Additional tasks

- Present the department functions in induction trainings

General Responsibilities:

Responsibilities that apply to everyone who works at Arkas Hellas

- Support colleagues during busy times or leaves
- Solve problems and achieve results after informing managers and obtaining approval
- Carry out a job through the end, analyze and resolve problems
- Employees with significant authority shall not contact transactions that exceed the limits of their authority
- Adapt quickly and support any innovation and changes made in the company.

Knowledge and Competencies:

Qualifications that are necessary for someone to fill the position

- Minimum 1 year of experience in relevant function preferably in a shipping agency
- Education: University Degree
- Computer literacy at very good level
- Very good knowledge of English (verbal/written)
- Attention to detail
- Ability to prioritize and follow up
- Ability to communicate with team and cross-functionally

APPROVALS

POSITION HOLDER: STEFANOS GIANNAKOULIAS

M.D. People, communications and shares Services: WANDA COSTOPOULOS

MANAGER (of the position): RANIA CHATZIPANAGIOTOU