TURQUOISE MOUNTAIN

Procurement and Logistics Officer

About us

Turquoise Mountain supports artisans and communities to protect and revitalise their heritage. Our work is rooted in the belief that cultural heritage has the power to transform lives. Founded in 2006 by His Majesty King Charles III, we work with artisan communities in Afghanistan, Myanmar, Saudi Arabia and the Levant. To date, we have supported over 11,500 artisans across 86 craft traditions, restored more than 170 historic buildings, and provided primary healthcare and education for artisans' families.

Turquoise Mountain frequently hosts or participates in events, which range from fundraising events and exhibitions to panel discussions, and trade shows. This is key to our approach in supporting artisans; through events, we generate demand for artisan products, celebrate craftsmanship from the places we work, establish our leading role in cultural heritage and social impact, and raise funds for the work we do.

About the role

Positioning

The Procurement and Logistics Officer provides day-to-day procurement, logistics, and administrative support to the Khan Al Wazir Project in Aleppo. Reporting to the Aleppo Lead, with technical guidance from the Head of Operations, the role supports routine purchasing, supplier follow-up, delivery coordination, office services, and accurate recordkeeping.

Purpose

This is a very hands-on role from the beginning. You will be responsible for preparing documentation, maintaining trackers, and follow up on agreed actions in accordance with TM policies and applicable donor requirements. The Aleppo Lead sets daily priorities and the Head of Operations guides procurement procedures, complex purchases, and exceptions.

Key responsibilities

Procurement Support

- Receive approved Purchase Requests and check that specifications, quantities, required dates, and supporting information are complete.
- Confirm the appropriate procurement method and required approvals with the Head of Operations, in line with TM procedures and thresholds.
- Obtain quotations and prepare routine Requests for Quotations, comparison tables, and supplier information for review and selection by authorised staff.

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- Prepare Purchase Orders and draft agreements using approved templates and route them for review, approval, and signature before placing orders or confirming commitments.
- Support formal tenders and procurement, including document preparation and recordkeeping.

Supplier and Delivery Follow Up

- Maintain supplier records and collect information on potential suppliers for review.
- Follow up on orders, delivery dates, and outstanding documents and record delays or discrepancies and escalate issues requiring a decision.
- Coordinate deliveries and obtain receiving or completion records from the relevant requesting or technical staff.

Logistics and Office Support

- Coordinate routine office maintenance, supplies, and service requests within approved arrangements.
- Collect utility and service bills and submit them for approval and payment before their due dates.
- Arrange approved travel, accommodation, transport, and meeting bookings.
- Coordinate vehicle bookings and maintenance follow-up where required and maintain fuel and service records.
- Track office running costs and flag unusual expenditure or service interruptions

Invoice and Payment Documentation

- Collect supplier invoices and check details against approved orders or contracts, delivery records, and completion documents and flag discrepancies for resolution.
- Obtain confirmation of satisfactory receipt or completion from the requesting or technical team, together with the required approvals.
- Compile complete payment packages, submit them promptly to Finance, and follow up on missing information or payment status. Payment approval and processing remain with authorised staff and Finance.

Documentation and Reporting

- Keep the procurement tracker up to date, showing progress, deadlines, outstanding actions, and issues requiring follow-up.
- Maintain complete electronic and hardcopy procurement files in the designated folders, following TM filing standards.
- Provide concise status updates to the Aleppo Lead and Head of Operations and retrieve documentation for audits or reviews.

This list is not exhaustive, and other duties may be required as determined by the needs of the organisation.

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Person Specification

Professional approach

We are looking for a highly organised and efficient Procurement and Logistics Officer, preferably with significant recent experience of working in procurement, logistics, administration, or operations support.

Personal attributes

- A highly structured, organised, and hands-on self-starter.
- Great communicator.
- A team worker.
- Someone who thrives in a high-paced environment.
- Integrity, discretion, and commitment to following procedures.
- Practical problem-solving, timely follow-up, and sound judgment about when to escalate issues.
- Highly detail-oriented
- Someone who is punctual and meets deadlines.

Qualifications

We are open to candidates qualified by experience.

Willingness to learn and ability to learn quickly are considered more important than formal qualifications.

Specific job skills and experience

- Working knowledge of routine procurement procedures and documentation, with the ability to follow approval requirements and seek guidance when needed.
- Proficiency in Microsoft Excel and Word, including maintaining trackers and organising electronic records.
- Ability to prepare clear comparisons, accurate documentation, and concise progress updates.
- Comfortable working from home for most of the time.
- Fluent Arabic, and good command of written and spoken English.

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This role is based full-time in Aleppo, Syria. Gross salary will start from $1,400/ month, depending on experience.

To apply, please submit a current CV alongside a covering letter outlining how you fit the person profile, including your relevant experience in donor communications. **Please combine your cover letter and CV as one pdf document.** Candidates should submit a covering letter and C.V. to: vacancy@turquoisemountain.org. In the subject line of the e-mail, please mention – 'Procurement and Logistics Officer' and your last name.

Please submit your application as soon as possible, but by no later than **6th December 2026**. We reserve the right to bring the closing date forward in case of a large volume of applications