



## **CAREER OPPORTUNITY**

### **Procurement Officer**

#### **Core Responsibilities:**

- Assist with the preparation of inventory forecasting, and placing of orders as needed.
- Prepare and distribute purchase orders to the relevant suppliers in a timely manner.
- Assist with the tracking of orders and ensure timely delivery.
- Liaise with freight forwarders, shipping companies and custom broker.
- Liaise with Accounts department, Management and others departments.
- Assist with the costing calculations.
- Assist with the maintenance and updating of supplier information such as qualifications, products ranges, delivery times etc..
- Coordinate with warehouse staff to ensure proper storage for incoming inventory.
- Prepare reports on purchases, including cost analysis.
- Interface with warehouse for stocktaking; monitoring of expiration dates, product packaging changes and stock levels.

#### **Job Requirements:**

- Diploma in Business Administration, Logistics or related fields.
- Two (2) years experience in Procurement and/or other related fields.
- Proficiency in Microsoft Office/Libre Open/OpenOffice/Google Office suite
- Advance knowledge of spreadsheet functions including; Vlookup and If Statements.
- Strong communication and negotiating skills.
- Must have costing experience.
- Pleasant personality and highly motivated.
- Self-sufficient, patient, and high level of professionalism.
- Keen eye for detail.
- Good analytical, strategic thinking and researching skills.
- Good time management and organizational skills.

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Please submit application letter and resume in writing to email: [h.m.jamhosp@gmail.com](mailto:h.m.jamhosp@gmail.com)

**Email subject must be: Procurement Officer**

Only shortlisted candidates will be contacted.