

JOB DESCRIPTION

Job Title:	Procurement Officer	Division/Department:	Finance
Grade:		Reports to:	Chief Financial Officer

Job Purpose	To ensure clear strategy when purchasing goods and services in order to increase cost efficiency and quality of goods and services.
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Job Description and Responsibilities:	
	<ul style="list-style-type: none"> Monitors business trends and product availability to pay the best price for company goods and services without sacrificing quality or delivery times Understand requirements of each department, and making the purchases at the right price, from the right source, at the right specification, in the right quantity, for delivery at the right time Evaluate and select suppliers for all purchases via the approved processes Managing the supply base to ensure competitiveness by identifying new suppliers and developing relationships Act as primary contact point with suppliers Nurtures relationships with suppliers to negotiate the best prices for company Identifies and researches potential new suppliers Researches new products and services to meet company's goals Assesses total costs of company purchases Develops and implements strategies for procuring, storing, and distributing goods or services and maintaining stock levels

Experience Required	
*Functional Experience (No. Of years, Specialized Field if any)	3-5 years' experience as a Procurement Clerk or Junior Buyer.
Education and Qualifications Required	
Minimum diploma in any field.	
Any Additional Requirements (Language skills, Computer Skills, etc.)	
Superior negotiating skills, and a people person Good at networking Excellent oral and written skills, including proficiency in Microsoft Office Financial Analysis Skills Specialised Industry knowledge	

Employee Acknowledgment	
Name:	
Signature	