

## **Position: Procurement Officer**

**What will you do:** As a Procurement Officer you will be responsible for planning, implementing, and managing administrative and procurement related activities. Those activities include administrative support through inventory monitoring, ordering supplies, data capturing and scheduling deliveries. The position reports to the General Manager.

### **Daily tasks and responsibilities:**

- Performing research to identify potential suppliers and evaluating their qualifications
- Preparing purchase orders and contracts
- Process invoices and purchase orders in a timely and accurate manner
- Provide receipt of products based on procurement requirements and quality assurance processes
- Back-office support
- Control of all documents related to the orders and their registration through SAP system

### **Qualifications:**

- Bachelor Degree in Logistics/Business Administration or relevant field
- Previous working experience 1-2 years as a Purchasing Assistant, back office logistics assistant or similar role
- Excellent use of Computer applications in Microsoft office suite
- Professional fluency in English is essential, both written and oral
- Experience & knowledge of ERP system will be an asset

### **Skills required:**

- Strong interpersonal and communication skills
- Able to negotiate and resolve issues
- Well organised with high attention to detail
- Accountable and assertive individual

### **What we offer:**

- Competitive salary package
- Permanent contract of employment
- Dynamic & fast paced working environment