



PROCUREMENT ASSISTANT - JOB DESCRIPTION

- Evaluating suppliers, products and services
- Research potential vendors
- Negotiating contracts and prices to ensure that the purchases approved are cost efficient and of high quality
- Monitoring current inventory levels and identifying purchasing needs for all the outlets
- Track orders and ensure timely delivery
- Update internal databases with order details (dates, vendors, quantities, discounts)
- Conduct market research to identify pricing trends.
- Organising transportation
- Negotiating transport rates with all the transporters

Qualifications:

- Degree, diploma or equivalent in Chain supply
- 2 years experience in the same position

Skills:

- Knowledge of **procurement** processes, policies and procedures.
- Strong emphasis on accuracy and detail.
- Ability to handle multiple projects simultaneously to meet goals and deadlines
- Proficient in Microsoft Office programs, such as Excel.
- Good time management and organizational **skills**.
- Strong negotiation **skills**.
- Strategic thinking

KIPs:

- Supplier lead time
- Cost per invoice and PO
- Pricing competitiveness
- Number of backorders