

Commercial Services Superintendent

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Company: PRI

Location: Zambia

Category: other-general

Overview

Overall Job Purpose

The Commercial Services Superintendent will manage the services Contracts Coordinator and the Commercial Projects Coordinator, as well as be responsible for functioning of their respective teams

Specific Job Responsibility

- a. Planning and overseeing the services Contracts team that executes and manages services procurement through the Contracts Coordinator,
- b. Negotiating and executing key services contracts to avail best terms and pricing.
- c. Planning and managing complete tender procurement processes with utmost discretion, fairness and good judgement.
- d. Planning and overseeing coordination of critical commercial aspects and ad-hoc projects through the Commercial Projects Coordinator for fuel, explosives, lubricants, bussing (i.e. transportation for Company employees), logistics, commercial aspects of Kalumbila Town Development Corporation (KTDC) and health services.
- e. Timely and accurate invoice/payment authorisations and escalations in Pronto ERP with necessary due diligence,
- f. Preparing and managing the section budget,
- g. Identifying any potential bottlenecks and executing corrective actions when necessary.
- h. Other duties as assigned by the Commercial Manager, including assisting any other department or group entity as and when required.

The Commercial Services Superintendent should have:

Knowledge of supervisory practices, principles and techniques

Good communication skills (verbal and written)

Negotiation and coordination skills,

Vendor management and tender process running skills

Experience required to perform in this job

At least 4 years' work experience in a commercial / procurement field, with preference given to mining commercial department experience.

Past experience with auditing, or contract management and/or contract drafting will be looked at favourably.

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