

Procurement Manager

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Company: Recruitment Matters

Location: Chipata

Category: other-general

Overview

Our client is looking for a Procurement Manager to join their team;

Duties and responsibilities include but are not subject to:

Set up company procurement system and method of payment

Develop connection of different scale farmers, find cheap way to purchase agriculture commodities such soyabean,maize,sunflowers etc.

Management of storage, receiving and dispatch goods,detect the quality of the goods

Developing procurement strategies that are inventive and cost-effective.

Sourcing and engaging reliable suppliers and vendors.

Negotiating with suppliers and vendors to secure advantageous terms.

Reviewing existing contracts with suppliers and vendors to ensure on-going feasibility.

Building and maintaining long-term relationships with vendors and suppliers.

Approving purchase orders and organizing and confirming delivery of goods and services.

Performing risk assessments on potential contracts and agreements.

Controlling the procurement budget and promoting a culture of long-term saving on procurement costs.

Overseeing and managing the IT systems that track shipments, inventory, and the supply of goods.

Preparing procurement reports.

Skills

Proficient in Microsoft Office Suite (Word, Excel, Outlook, and Access).

Management and leadership skills.

Multi-tasking and time-management skills, with the ability to prioritize tasks.

Highly organized and detail-oriented.

Excellent analytical and problem-solving skills

Qualifications

Experience in agriculture commodities trading, purchasing these commodities good connection with different suppliers

Bachelor's degree in supply chain management, logistics, or business administration.

Proven experience managing supply chain operations.

Experience using supply chain management software and tools, including Oracle, SAP Ariba, and/or Envision.

In-depth knowledge of preparing and reviewing contracts, invoicing, and negotiation terms.

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