

Senior Procurement Officer

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Company: Dangote Group

Location: Ndola

Category: other-general

Implements and maintains the Quality Management System, continually striving for improvement.

Ensures all activities function with the objective to meet and exceed customer needs and expectations.

Adheres to and is guided by the collective labor agreement, internal regulations, and other relevant statutory instructions and orders.

Takes direct responsibility for the use, proper handling, control, and protection of company property or any other material at his disposal.

Demonstrates commitment to preventing environmental pollution and creating safe and healthy working conditions.

Receives procurement requisitions and prepares requests for quotations from domestic suppliers.

Gathers available pro forma invoices for the requested items and submits them to the immediate supervisor.

Assists in preparing the price analysis table for the purchase committee's review and recommendations.

Prepares purchase orders based on the purchase committee's recommendations and

procures the required items.

Handles all relevant correspondence and communications with suppliers to facilitate domestic procurement.

Maintains an up-to-date and complete list of suppliers with addresses and compiles market information on commodity prices.

Assists in developing improved domestic procurement procedures, reporting systems, and follow-up methods.

Manages the receiving, storing, and disbursing of purchased materials to user departments.

Ensures that every procurement follows competitive pricing and meets the requesting party's requirements for specifications, quantities, and quality.

Submits verified receipts and any unutilized cash to the finance department upon delivery of procured items to the appropriate user department.

Surveys the market during purchasing activities and promptly reports relevant information to the immediate supervisor.

Keeps records of all procurement activities and submits periodic reports to supervisors.

Requirements

A minimum of Bachelors in Procurement and Supply or other related business field,

5years experience in related position.

Benefits

- Medical Insurance Cover
- In-House Pension Scheme
- Production Bonus
- Life Assurance

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