

Job Description

Company – ASO

Site: Nasrec

Incumbent: Vacant

Date:

Signed:



Position Details

Job Title: Procurement Officer - Nasrec

Job Summary:

- Purchase goods and services for Nasrec
- Follow ups on orders and their deliveries daily
- Liaise closely with Production Planner for order placement of direct goods
- Liaise closely with receiving for order delivery
- Liaise with suppliers and forge a good working relationship
- Source new suppliers for cost saving initiatives
- Follow through with QC on new supplier approval for new supply of goods or raw materials.
- Assist marketing with RND, follow through to completion if new artwork or amendments is needed
- Month End reconciliation checking for signoff before payment
- Assist with indirect spend Purchase Orders such as Engineering spares

Qualifications

- **Grade 12**
- **Diploma or degree in procurement / Supply Chain/ Business Management or CIPS**
- **3-5 years relevant experience**

Role Competencies

FMCG, Manufacturing sector and/ or Engineering purchasing experience essential.

Ability to manage large work-loads, maintain and deliver against Customer requirements. Analytical skills, Above average written/oral communications skill, Conflict Management, Advanced Excel

Position Responsibilities

Summary:

1. Purchase Engineering Spares for Nasrec plant / stores and for production process, this includes raw materials, bottles, cartons, labels etc
2. Follow up on orders and their deliveries daily both with receiving clerk and suppliers
3. Liaise closely with Production Planner for order placement of direct goods, as he has the forecast for orders coming in.
4. Forge a good working relationship with suppliers.
5. Source new suppliers for cost saving initiatives.
6. Follow through with Quality Control on new supplier approval for new supply of goods or raw materials.
7. Assist marketing with RND, follow through to completion if new artwork or amendments is needed
8. Month End reconciliation checking for signoff before payment, liaising with accounts department
9. Assist with indirect spend Purchase Orders such as Engineering spares
10. Work closely with Procurement Manager

Leadership Standards

- Facilitate inter-departmental relationships for overall growth

Skills and Attributes

- Diplomacy
- Initiative
- Assertiveness
- Tolerance of stress
- Creativity
- Proactivity
- Attention to detail
- Deadline driven
- Able to interact at middle management level
- Able to plan ahead
- Manage time
- Able to prioritize
- Advanced Excel

Key Performance Indicators (KPIs)

- Request for Quotes and Negotiating prices
- Purchase Order Creation
- Tender Administration
- Reconciliation of Invoices and Price Verification
- Assist with Indirect Purchase orders
- Assist Marketing with RND