

# **Job Description**

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title Job Location Category

Procurement Officer Dar es Salaam Procurement / Purchasing

Job TypeJob levelIndustryFull TimeIntermediateAutomotive

Open to Expatriates

Only Open to Tanzanian Nationals

## Minimum Requirements

Min Budget Max Budget Primary Industry

- Automotive: 1 Years

Secondary Industry Primary Category Secondary Category

- Procurement / Purchasing: 2 Years -

Certificate Qualification

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### Summary

• Execute routine procurement functions such as purchasing of parts and related inventory items, both overseas and Local.

#### Responsibilities

- · Monitory daily consumption of fast-moving parts and replenish the stock accordingly.
- · Track all orders to ensure timely and correct delivery.
- Submit monthly reports on a timely manner as required by HOD.
- communicate with stakeholders to ensure clear requirements and documentation.
- Seek and partner with reliable suppliers, Monitor Supplier Performance & Determine quantity and timing of deliveries.
- · Collaborate with the Finance Team to ensure well timed payments are made to ensure consignments are not delayed.
- Ensure that procurement function objectives are met.
- · Maintaining accurate records of purchases and pricing.
- · Collaborate with warehouse team, Service team and C&F team to achieve the company objective.
- · Communicate with C&F regularly to track imports.
- · Maintaining and accurately updating the tracking file regularly

## **Education & Qualifications**

• Bachelor's degree from any recognized University

## Reporting To

Procurement Manager

#### **Driving Licence**

Not Required

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