



Job Description

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Job Title Procurement Officer	Job Location Dar es Salaam	Category Procurement / Purchasing
Job Type Full Time	Job level Intermediate	Industry Automotive
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Automotive: 1 Years
Secondary Industry -	Primary Category Procurement / Purchasing: 2 Years	Secondary Category -
Certificate -	Qualification -	

Summary

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

Responsibilities

- Monitor 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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