



# Job Description

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<b>Job Title</b> Purchase and Logistics Manager	<b>Job Location</b> Dar es Salaam	<b>Category</b> Procurement / Purchasing
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> Fintech
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Fintech: 5 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> Procurement / Purchasing: 5 Years	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

This role is responsible for managing and optimizing the procurement and logistics functions within the company. The Purchase and Logistics Officer plays a crucial role in maintaining a streamlined supply chain, minimizing costs, and ensuring the timely delivery of goods and services.

## Responsibilities

- Achieve and deploy the quality objectives and targets of the department consistent with the business plan
- On request acquire quotations, issue purchasing orders, and approve invoices from suppliers national and international
- Monitor purchase orders and inform the relevant department in case of changes
- Continuously search and evaluate new and better suppliers around the globe
- Continuously asses delivery performance and improve existing relationships with suppliers
- Issue claims in case of non-conformance
- Comply with all the Company's rules, regulations, policies and procedures
- Compare and evaluate the best shipping modes for overseas shipments
- Arrange and overview shipments and schedules.

## Education & Qualifications

- Good working knowledge of Axapta and Microsoft Office
- Well organized
- Service-minded
- Good Command of English

## Requirements

Minimum 5 years of experience

## Characteristics

- Direct relationships with all departments in the company requiring external sourcing and specifying purchase requirements
- Close cooperation with the Stock Control and Finance Department
- Coordinating role in connection with other group companies

## Reporting To

Supply Chain Manager

## Driving Licence

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Not Required

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