



Job Description

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

Minimum Requirements

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

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 assess 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

Not Required

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