

# **Job Description**

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Job Title Job Location Category

Purchase and Logistics Manager Dar es Salaam Procurement / Purchasing

Job TypeJob levelIndustryFull TimeIntermediateFintech

Open to Expatriates

Only Open to Tanzanian Nationals

#### **Minimum Requirements**

Min Budget Max Budget Primary Industry
- - Fintech: 5 Years

Secondary Industry Primary Category Secondary Category

- Procurement / Purchasing: 5 Years -

Certificate Qualification

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#### 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**

# **Driving Licence**

Not Required

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