



**Job Title:** Junior Procurement Officer  
**Business Unit:** Procurement  
**Report:** Procurement Manager

### Job Summary

As a Junior Procurement Officer, you will be responsible for assisting in the procurement process, ensuring that goods and services are sourced effectively and efficiently. You will report to the Procurement Manager and shall support the procurement team with all procurement activities.

### Main Responsibilities

- Manage the procurement process from requisition to purchase order issuance.
- Recommend the most suitable supplier(s) to Procurement Manager.
- Collaborate with internal stakeholders to determine purchasing needs and specifications.
- Follow-up for on time delivery.
- Maintain accurate records of purchases, contracts, and supplier performance.
- Resolve issues related to deliveries, quality, or supplier performance.
- Ensure compliance with applicable governance and procedures.
- Support Procurement team members for tendering exercise and negotiation when required.
- Assist Procurement team with data capture and reporting when needed.
- Manage vendor creation and vendor due diligence.
- Assist with any other support required by the Procurement team when required.
- Assist in reviewing and negotiating contracts, ensuring compliance with company standards.

## Job Requirements

- Bachelor's degree in business administration, Supply Chain Management, or a related field and/or at least 2 years of experience in procurement.
- Excellent organizational and time-management skills.
- Strong negotiation and communication skills.
- Proficient in Microsoft Office Suite.
- Excellent analytical and problem-solving abilities.
- Detail Oriented
- Quick learner
- Able to operate with minimum supervision

The company reserves the right to call only the qualified candidates for the selection exercises. Applications received after the closing date might not be considered. The company also reserves the right not to proceed with the vacancies.