



**Position:** Buyer II **Reporting to:** Procurement Manager **Location:** Tanga

**Key responsibilities:**

Purchase goods, machinery, equipment, raw materials and/or other supplies either for consumption in own organization or for resale to the trade. Is required to assist with decisions on prices, deliveries, quality, terms and conditions of purchasing, sources of supply in accordance

**Principle Accountabilities:**

- Organize the work of the procurement section to process purchases of the Company
- Manage purchases of the company to minimize down time cost by ensuring cost effective purchases, orders are raised as required and approved suppliers are being used.
- Source goods and services - Identify the best local or foreign supplier for the order required. Item sourced are per required specification and ensure a timeous response to requisitions with quotes processed as per the procurement procedure
- Process orders – Ensure orders placed, delivery dates and terms agreed with supplier. Monitor undelivered items and ensure SAP procurement housing is regularly done
- Expedite deliveries – Follow up on the status of orders with suppliers and maintain the order status report.
- Negotiations with Suppliers
- Manage performance of suppliers in the portfolio- Rate supplier performance, share with superior and agree on action plans to close gaps annually
- Process Purchase Requisitions raised in SAP by issuing RFQs, conducting negotiations with suppliers and creating purchase orders
- Resolve/implement/correct audit recommendations timely
- Ultimately responsible for safe working practices especially in areas of responsibility.
- Environment: Ensure environmental procedures are complied with, identify and manage the environmental aspects and impacts in his/her area and instil environmental awareness culture in his/her area.
- Any other duties as may be assigned by line management

**Key requirements:**

**Education**

- Degree in Procurement and Logistics/ Supply Chain Management or equivalent
- Registered member of a recognized professional body (i.e. PSPTB Tanzania or CIPS)

**Experience**

- 2-3 years' experience in Procurement, preferably in a multinational manufacturing company

**Knowledge & Skills**

- Functional SAP Knowledge
- Computer literacy
- Reasonably independent and able to resolve own difficulties
- Able to organize work of section
- Good planning skills and insight to foresee and investigate difficulties in obtaining parts, equipment and other supplies
- Service oriented to internal departments
- Strong supplier negotiation skills
- Total honest and trustworthy



- Good attention to detail
- Accurate
- Able to think logically and work methodologically
- Able to complete tasks assigned to the standard and satisfaction of senior management
- Service oriented to internal departments
- Able to respond to demanding situations and high work pressure
- Contracts management
- Commodity procurement knowledge
- Strategic sourcing experience
- Excellent verbal and written professional business English skills

### **Salary and Benefits**

The Company offers attractive salary and benefits in line with the candidate's qualifications, skills and experience.

### **How to Apply**

Please send your CV and copies of relevant certificates by email to [vacancies@simbacement.co.tz](mailto:vacancies@simbacement.co.tz), on or before **08<sup>th</sup> May 2019**.

Only shortlisted candidates will be contacted.