

Procurement Advisor Required in Nigeria

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Company: Skills Provision

Location: Nigeria

Category: business-and-financial-operations

Skills Provision is searching for a Procurement Advisor for a confidential company in Africa. Responsible for the functioning of the procurement department, including the sourcing of products and services to support the operations of the organisation.

Duration: Full time

Location: Nigeria, Africa

Salary & Benefits

2,960,000 p/a

Comprehensive benefits package

The Role

Identify and review the organisations needs and provide recommendations

Define scope and specifications of procurement needs in order to assign into sourcing categories

Manage the development and updating of procurement procedures

Manage the development and updating of performance reporting.

Build and maintain a database with existing and potential suppliers

Manage the development of contracts and obtaining of all required approvals (signatures)

Supervise the monitoring and analysis of external suppliers' performance

Coordinate with Legal to ensure contract compliance with Nigerian law and regulations

Direct and supervise the work of subordinates

Issue managerial instructions to ensure proper progress of work

Direct the management of logistics and administration matters for the department

Manage team performance, including annual performance reviews

Oversee the preparation of the department's budget

Ensure continuous improvement of internal procedures and methods of work of the department

Requirements

Bachelor's degree in a relevant discipline

Minimum of 10 years working in Procurement

Strong leadership qualities

Dynamic personality

Natural interface between the Board of Directors

An inspirational character

Fluent in English

Strong communication Skills

Strong user IT skills

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