

Procurement Officer

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Company: Fuzu

Location: Nigeria

Category: office-and-administrative-support

Job Summary

Contract Type:

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Requirements

The ideal candidate should have a BSc / HND Accounting / Economics background.

Possess a strong proficiency in Excel.

The ability to utilize and analyze sales data to predict and plan future purchases in line with the company's budget.

The ideal candidate must have retail procurement experience, with a minimum of 2 years of experience.

Responsibilities

Research potential vendors.

Compare and evaluate offers from suppliers.

Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.

Devise ways to optimize inventory control procedures.

Inspect the levels of business supplies and raw materials to identify shortages.

Ensure product stock is adequate for all distribution channels and can cover direct demand from customers.

Record daily deliveries and shipments to reconcile inventory.

Work with team members and the procurement manager to complete duties as needed.

Place orders to replenish stock avoiding insufficiencies or excessive surplus.

To stock the materials received from vendors properly to ensure easy access to identification, verification, handling, maintenance, etc.

Report to upper management on stock levels, issues, etc.

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