

## Procurement Officer-Nigeria

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Company: Sayed Farms

Location: Nigeria

Category: office-and-administrative-support

We are hiring a Procurement Officer for Nigeria!

### Duties and Responsibilities:

- Place orders with concerned suppliers, by referring to the Purchase Requests sent from different departments.
- Obtain price quotations from suppliers with due date for delivery to select the best offer.
- Validate the correct receipt of items in terms of quantities, quality, and sizes in due time.
- Conduct frequent visits to the market, by meeting current and new suppliers to maintain and develop relations with these suppliers in order to have constant updates on goods' availability and prices.
- Coordinate with the Accounting department, for the payment of received orders after verifying compliance of received products with requested orders to ensure payment in due time for compliant orders.

### Requirements:

- Bachelor's degree in business administration
- 3 to 5 years of experience in Procurement.
- Good communication skills.
- Fluent in English and Arabic.

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