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Procurement Assistant

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Company: PRI

Location: Maputo

Category: other-general

Overview

We are hiring!

Our client in Maputo is looking for a Procurement Assistant to join their team. The ideal candidate will have a deep understanding of the Procurement Sector and a proven track record in the relevant field.

To apply or for more information follow the link below.

Responsibilities

Performing research to identify potential suppliers and evaluating their qualifications.

Communicating with customers about order status, answering questions about products and services, and resolving issues.

Preparing purchase orders and contracts for approval by supervisors or attorneys.

Negotiating price changes with suppliers when costs fluctuate significantly.

Keeping records of orders placed and shipments received, updating inventory levels based on these records.

Requirements

Good understanding of supply chain procedures.

Advanced knowledge of MS Excel.

Knowledge of market research.

Solid organizational skills.

BSc in Logistics, Business Administration or relevant field.

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