

SENIOR PROCUREMENT SPECIALIST (INDUSTRIAL PRODUCTS)

To source and procure industrial/technical products for a company that provides supply chain solutions for the oil and gas and mining industry in Africa.

In particular, the scope of industrial products sourced will include, but is not limited to:

- Steel / Metallurgic Products
- Lubricants & Chemicals
- Machinery & Tools
- Building Materials
- Plant & Vehicles
- Various services, etc.

JOB DESCRIPTION:

- Receive and analyse enquiries and tenders received from clients (specification matching), noting that our clients are based outside of South Africa (Angola, DRC, Mozambique, Tanzania and other African countries)
- Source suppliers and products (locally and internationally) via our database, market research and Internet
- Collecting all the necessary information to be able to quote the client, utilizing mark up and foreign exchange conversion and utilizing our in-house software package
- After the quotation has been sent, follow up with the client etc.
- Place orders with suppliers
- Liaison with Logistics department regarding transportation of goods
- Insuring the quality control of the products (inspection, check list, etc.)
- Administer paper work: invoicing, packing list, certification...
- Any other duty that is reasonable and relevant to this position

REQUIREMENTS:

- Preferably a Bachelor's Degree
- French and/or Portuguese is beneficial (verbal and written communication skills)
- Good communication skills in English (verbal and written)
- Computer skills – MS Office (in particular Excel), Internet
- Minimum 2 years' experience in local and international sourcing for industrial/technical products
- Minimum 2 years' experience in international trading, using Cross Trade, Air Freight, Sea Freight, Road Freight, Project Freight, and courier express shipments
- Strong problem solving skills
- Excellent customer service skills
- Able to prioritize and coordinate multiple critical projects simultaneously
- Organised and highly meticulous. Attention to detail and accuracy are paramount
- Able to work independently and 'think out of the box'
- Flexible but also firm enough to be able to negotiate with suppliers
- Excellent numerical ability with data analysis skills. Strong skills in Excel required
- Driver's license, with own roadworthy vehicle