



Procurement Assistant

We are recruiting for a Procurement Assistant. You will be responsible for assisting the Procurement Manager with the day to day running of the department. You are responsible for working to deadlines and ensuring stock is purchased in a timely manner to meet the needs of each department within the company

Key Responsibilities and Duties

- Monitor stock levels and identify purchasing needs, ensuring efficient & timely purchase of materials
- Raise PO for different departments according to their needs and requests.
- Research potential vendors
- Communicating with production and scheduling team to prevent delays
- Track orders and ensure timely delivery
- Update internal databases with order details (dates, vendors, quantities, discounts)
- Maintain parts database with up-to-date revisions and drawings provided by the engineers and Process
- Conduct market research to identify pricing trends
- Evaluate offers from vendors and negotiate better prices
- Prepare cost analyses
- Maintain updated records of Suppliers
- Evaluate Suppliers
- Follow up with suppliers, as needed, to confirm or change orders
- Liaise with warehouse staff to ensure all products arrive in good condition and raise NCR if needed
- General admin for Procurement & Stores department

Experience and Qualifications

- Work experience as a Purchasing Assistant, Purchasing Officer or similar role
- Good understanding of supply chain procedures
- Computer Literate (Knowledge of Word, Excel, Outlook etc)
- Knowledge of market research
- Solid organizational skills
- Logical Thinker (Knowledge of script writing/executing would be considered a plus)