



Homework Group, Africa

Circular Details

Overseeing and supervising employees and all activities of the purchasing department. Preparing plans for the purchase of equipment, services, and supplies. Following and enforcing the company's procurement policies and procedures. Reviewing, comparing, analyzing, and approving products and services to be purchased. Managing inventories and maintaining accurate purchase and pricing records. Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc. Maintaining good supplier relations and negotiating contracts. Researching and evaluating prospective suppliers. Preparing budgets, cost analyses, and reports.

Job Title : Procurement Officer

Designation : Procurement

Experience : 2 to 5years

Age : 20 to 40

Salary Range : 150 to 200,000

Vacancy : 50

Posted Date : 30-12-2023

Last Date to Apply : 30-11-2024