

## Purchasing and Supply Officer

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Company: BusinessGhana

Location: Tema

Category: business-and-financial-operations

•Bachelor's degree in Purchasing and Supply, Business, Accounting, or related field•2+ years' experience in purchasing or procurement•Working knowledge of supply chain management principles•Excellent negotiation and communication skills•Strong analytical and problem-solving abilities•Highly organized with excellent attention to detail•Must have knowledge in SAP, Tally, and other Accounting Softwares. •Good Communication Skills. •Applicant must be staying around Tema, Nungua, Ashaiman, Accra, Spintex, and its environs.

We are looking for an experienced Purchasing Officer to be responsible for the procurement of goods and services for the company. The Purchasing Officer will be responsible for developing and maintaining supplier relationships, negotiating contracts, and ensuring that the company receives the best possible price for the goods and services it purchases. The ideal candidate will have experience working in a purchasing role, excellent negotiation and communication skills, and a strong understanding of the market for the goods and services the company purchases.

### **Duties & Responsibilities**

Develop and implement purchasing strategies in alignment with organizational objectives

Source suppliers, request quotes, and negotiate contracts within budgetary guidelines

Maintain supplier performance records and conduct regular reviews to assess value and compliance

Monitor inventory levels and track trends to anticipate future needs

Prepare purchase orders and send to suppliers in a timely manner

Resolve issues with suppliers in a professional and efficient manner

Stay up-to-date on industry trends and new products/services that could benefit the organization

Attend trade shows and conferences as needed to network with potential suppliers

Manage the RFP process from start to finish for high-value or complex purchases

Train and mentor junior staff members on purchasing procedures

Serve as liaison between departments to ensure all stakeholders' needs are being met

Generate reports on purchasing activity and present to senior management as needed

Fresh Graduates are encouraged to apply.

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