



## JOB ADVERTISEMENT

28<sup>th</sup> Nov 2023

### TITLE: PROCUREMENT COORDINATOR

#### JOB SUMMARY

A highly organized and detail-oriented Procurement Coordinator to assist in the sourcing, procurement, and management of supplies and vendors to bring the Company experience to every guest. The Procurement Coordinator will be responsible for inputting order data, communicating with vendors, tracking shipments, and identifying cost savings and improvements to the process. This person is operationally minded and thrives in a fast-paced environment.

#### JOB DUTIES AND RESPONSIBILITIES

- ❖ Assist the Procurement Lead with all stages of the procurement process and work cross-functionally with all internal and external teams.
- ❖ Manage weekly supplier communication channels to stay on top of all outstanding orders.
- ❖ Prepare and draft purchase orders and upload corresponding shipment data into our tools.
- ❖ Develop and implement new procurement and sourcing strategies, aligning with industry news and best practices.
- ❖ Work cross-functionally with our internal teams to manage inventory and ensure orders are placed on time to support forecasted demand, maintain healthy inventory levels, and support growth.
- ❖ Oversee the timely management and execution of orders, ensuring that status updates and order deliveries are communicated to the appropriate Field Operations point of contact.
- ❖ Support with the development of strategies to select the best products for homes.

#### JOB REQUIREMENT

- ❖ Degree in Procurement and supply chain management, Supply Chain or equivalent qualification from a reputable institute.
- ❖ Professional qualification from the procurement board is a must.
- ❖ At least three years of work experience from construction company.
- ❖ Experience with internal and external written and verbal communication
- ❖ Knowledge of Excel, the Google suite, and working in a multitude of systems
- ❖ Excellent written and verbal communication skills; ability to pull and coordinate data from multiple sources
- ❖ Ability to work in a fast-paced, ambiguous environment with little oversight.

#### MODE OF APPLICATION

Interested candidates should send their up to date CV's , Cover letter and copy of **NIDA, Driving License** or **Voter's Card** to [jobs@jvacee.com](mailto:jobs@jvacee.com) and in subject Line **Clearly indicate the position you're applying for.**

Failure to do so your application will not be considered. **Deadline is 4<sup>th</sup> December 2023.**

- ❖ **This position is open for Tanzanian Locals only.**