

**A REPUTED
COMPANY**

Procurement Manager and Officer

- **Vacancy for:** 2
- **Posted on:** Aug. 17, 2018
- **Deadline:** Aug. 26, 2018, 1 p.m.

Position: Procurement & Marketing Officer / Manager

Reporting To: Chief Executive Officer

Location: Gaidakot, Nawalarasi to different districts (frequent travel)

Salary:

Manager: 40 K+

Officer: 25K+

The ideal candidate should be:

Qualification: Intermediate/ 10+2 or Bachelor in Management, Business studies, Finance

Experience: 5 – 7 years relevant experience for Intermediate/ 10+2 and 3 – 5 years for Bachelor degree. Preference shall be given to the candidates with experience in herbal industry national and international market.

Primary duties and responsibilities:

- Evaluate suppliers on the basis of the price, quality, and speed of delivery of products and services
- Visit regularly to grower/farmers, suppliers and distribution centers to examine and learn about products, services, and prices
- Attend local meetings, trade shows, and conferences to learn about new industry trends and develop contacts with suppliers/buyers
- Analyze pricing proposals, financial reports, and other information to determine reasonable prices
- Support in Negotiation for contracts / agreements on behalf of the organization
- Work out agreements with suppliers, such as; when products will be delivered, buy back guaranty
- Evaluate and monitor contracts / agreement to ensure that vendors and suppliers comply with the terms and conditions of the contract and to determine the need for changes, if any
- Maintain and review records of items bought, costs, deliveries, product performance and inventories
- Develop procurement policies and procedures/SOPs for the organization (These policies help to ensure that procurement professionals are meeting ethical standards to avoid potential conflicts of interest or inappropriate supplier and customer relations)
- Maintain relationships with producers, suppliers to negotiate the best prices for company
- Research and explore potential new supplier and buyer
- Assesses/estimates total costs of company purchases and conduct cost benefit analysis
- Carry out project based sourcing, importing and contract for farming the organic and conventional medicinal herbs, Essential oils etc.
- Oversees a team of department staff and purchasing agents

Other knowledge and skills

- Knowledge on Herbal resources available district, ability to identify quality of herbal raw materials
- Self-starter and results driven with a willingness to travel outside the factory location
- Familiar with rule and regulation of government in purchasing and marketing of Herbal raw materials, in-process and finished products
- Develops and implements strategies for procuring, storing, and distributing goods or services and maintaining stock levels.

Applying Procedure

Apply Link : <https://merojob.com/procurement-manager-and-officer/>

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