



## Procurement Officer

- **Vacancy for:** 5
- **Posted on:** Nov. 20, 2018
- **Deadline:** Nov. 27, 2018, 11:55 p.m.

### Basic Job Information

Job Category	: Commercial / Logistics / Supply Chain
Job Level	: Senior Level
Employment Type	: Full Time
Job Location	: kathmandu
Offered Salary	: Negotiable

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### Job Specification

Education Level	: Under Graduate (Bachelor)
Experience Required	: More than 2 years
Professional Skill Required	: Good Negotiation And Convincing, Excellent Man Management And Logistics

### Other Specification

- Must be confident and professional when dealing with client
  - Ability to work in a team environment
  - Excellent knowledge of global supplier's database in the business
  - Good negotiation and convincing skill
  - Excellent man management and logistics skills
  - Knowledge of relevant statutory compliance as required.
  - Good knowledge of MS office
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### Job Description

- To ensure that materials are procured to meet the project schedules and requirements
  - Procurement of materials in time to suit the project needs
  - Regular follow up with suppliers, dealers to ensure timely execution of works
  - Procurement and up keep of plant and tools
  - Liaising with project team to ensure compatibility of products for use at site
  - Arrange visits by third parties to manufacturer's premises for evaluation of processes, witness tests etc
  - To ensure that materials stored properly for use on the project
  - Arrange necessary customs clearances for imported goods
  - Arrangement of required documentation from suppliers as per contract specifications
  - Coordination with head office for completion of documentation for proper processing of invoices
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### Applying Procedure

Apply Link : <https://merojob.com/procurement-officer-76/>

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