



VACANCY: Procurement and Sourcing Clerk

Description:

As the Procurement and Sourcing Clerk, you will be responsible for purchasing and sourcing the materials, supplies, equipment, and services of our company's operation.

Minimum Qualifications:

- Diploma or degree in Procurement, Supply Chain Management, or relevant field
- High school diploma or equivalent qualification

Experience and skills:

- A minimum of 3 years' experience in Procurement
- Strong knowledge in purchasing and inventory management
- Good knowledge of procurement and sourcing processes
- Must be able to prepare Request for Quotations, tenders and bids
- Must have fair understanding of the Local Content Procurement Guidelines
- Excellent Verbal & Written Communication skills
- Excellent Time management and analytical skills

Remuneration:

Compensation will be based on academic qualifications and experience.

Only shortlisted candidates will be contacted.

Applications along with three (3) professional references should be emailed to jramprasad@etsigy.com

CLOSING DATE FOR APPLICATIONS: 23 April 2023.