

## VACANCY: Technical Procurement Specialist

**Description:** We are currently seeking an experienced Technical Procurement Specialist who will be responsible for sourcing, evaluating, analyzing and coordinating the local and international purchasing of technical goods, equipment, and services in a timely manner, in accordance with GYSBI's procurement policy.

**Job Type:** Long Term Role with 9 hours, 5 days' work week schedule

### Qualifications

Interested candidates are required to have:

- Minimum of three (3) years' proven experience in technical procurement role
- CIPS certification would be an advantage
- Previous experience of e-procurement systems an advantage (SAP, Oracle etc.)
- Excellent knowledge of MS Office (especially Excel)
- Attention to detail is a crucial skill for this role
- Time management skills
- Interpersonal skills
- Multi-tasking skills
- Strong negotiation and vendor management skills
- Self-starter (willing to take initiative rather than waiting to be told what to do)
- Strong organizational and planning skills
- Willing to learn new skills and software

### Duties

The successful candidate will perform duties such as:

- Responsible for preparing Request for Quotations (RFQs) in SpendMap to be distributed to suppliers for quotations
- Collating and analyzing supplier quotes received against RFQs issued and reporting back to requestor
- Ensuring that approved purchases are cost efficient and of the highest quality
- Preparation and evaluation of Price Comparison Sheet for technical or complex procurement of goods and services

- Negotiate with Suppliers to ensure best prices, terms and conditions and quality of services are met and in line with departments and company objectives.
- Contacting Suppliers to schedule deliveries, expedite orders and resolve any issues
- Preparing Purchase Requests (PRs) in SpendMap ensuring all relevant supporting documentation are scanned, filed, and attached electronically into the system
- Preparation of Purchase Orders within SpendMap and issuance to suppliers
- Verifying timely delivery of procured items from suppliers and ensuring related documentation is uploaded to the SpendMap system (GRN's)
- Ensure a continuous supply of required goods and services and communicate any supply issue which may pose a risk or impact the operations
- Provide timely feedback to Departments / End Users on the delivery of goods/ services on Purchase Requisitions and Purchase Orders
- Reporting any order discrepancies to the Supply Chain Manager
- Update and maintain supplier database in SpendMap
- Ensure internal invoice processing is completed for each PO and liaising with the Accounts Department to facilitate timely payment to suppliers
- Procurement Reporting from SpendMap as and when required
- Research potential new vendors and information gathering on potential new products, as and when required
- Actively participate in supplier performance reviews
- Other duties as assigned

### **Remuneration**

Compensation will be based on academic qualification and experience.

### **Instructions to apply:**

1. Visit our website (<https://www.gysbi.com/careers>) and follow the instructions there to apply.

**Closing Date: Friday November 26<sup>th</sup>, 2021**