

**JOB ADVERT - PROCUREMENT BUYER
ONE (1) POSITION**

Department: - Commercial
Reports to: - Procurement Manager
Location: - Magadi
Terms: - Permanent

PURPOSE OF THE JOB

This position is responsible for managing and building customer and supplier relationships during the purchase process and utilising market trends to ensure optimal value is obtained in product acquisition.

MAIN RESPONSIBILITIES

- Negotiate directly with vendors to get the best possible pricing and payment options.
- Identify areas of potential cost reduction and analyse the impact of pricing changes for goods and services.
- Build and manage relationships with suppliers and their performance by conducting routine supplier business reviews as well as evaluating supplier performance and compliance.
- Identify customer issues and complaints and make appropriate recommendations for corrective resolutions and accurate answers to meet client needs and requirements.
- Liaise with suppliers and other relevant departments on purchasing processes, new projects and activities.
- Negotiate contracts, improve prices and terms of business with suppliers and review opportunities to make business savings by utilising negotiation and procurement best practice tools and methods.
- Place orders which include obtaining prices, scheduling deliveries and writing purchase orders.
- Monitor market trends, competitor strategies and market suppliers for effective decision making.
- Purchase the best product offering with optimal value-for-money in the market by assessing economic and technical information on the proposals submitted by potential suppliers.
- Plan, coordinate and execute efficient procurement processes in alignment with anticipated trends and opportunities.
- Prepare procurement management reports to internal stakeholders.
- Conduct international purchases and deal with import processes.

KNOWLEDGE/SKILLS/EXPERIENCE

- Bachelor's Degree in Supply Chain Management or equivalent
- CIPS/KISM membership or equivalent.
- At least 6 years' experience in a similar position or busy function

HOW TO APPLY

CVs and academic certificates should be submitted by email to **Vacancies_TCM@tatachemicals.com** to be received on or before **5th November 2024**.

Tata Chemicals Magadi Limited is an equal opportunity employer and all qualified candidates are highly encouraged to apply.

**Please note we do not ask for any payments during the recruitment process.
Only shortlisted candidates will be contacted.**