



<https://tenece.com/job/procurement-officer/>

## Procurement Officer

### Description

Tenece Holdings Ltd is the group company of our businesses that cut across (6) distinct sectors. At the core is our technology vertical, Tenece Professional Services. We are registered under the laws of the federal government of Nigeria.

### Job Overview:

We are looking for an experienced Procurement Officer to join our growing team. The ideal candidate will have a minimum of 3 years of experience in procurement, purchasing, or supply chain management. The Procurement Officer will be responsible for sourcing goods and services, negotiating contracts, managing vendor relationships, and ensuring compliance with internal and external procurement policies. The role requires strong skills in negotiation, Microsoft Office, organization, reporting, and a good understanding of supply chain operations.

### Responsibilities

#### 1. Procurement & Sourcing:

- o Oversee the procurement of goods and services to meet the organization's operational needs.
- o Research and identify potential suppliers, assessing their capabilities and cost-effectiveness.
- o Prepare and issue purchase orders, ensuring accuracy and adherence to company policies.
- o Manage relationships with existing suppliers, ensuring high levels of service, quality, and cost control.

#### 2. Negotiation & Contract Management:

- o Negotiate prices, terms, and conditions with suppliers to secure the best possible deals.
- o Draft and manage contracts with vendors, ensuring compliance with all legal and regulatory requirements.
- o Monitor contract performance and ensure that suppliers meet agreed-upon timelines, quality standards, and costs.

#### 3. Supply Chain Coordination:

- o Work closely with supply chain teams to ensure the timely and efficient delivery of goods and services.
- o Monitor and track orders, identifying potential issues with delivery or quality.
- o Collaborate with inventory management to ensure stock levels are maintained and optimized.

### Hiring organization

Tenece Holdings Limited

### Employment Type

Full-time

### Job Location

Lagos, Nigeria

### Date posted

August 23, 2024

**4. Reporting & Documentation:**

- o Prepare regular reports on procurement activities, including supplier performance, cost savings, and purchasing trends.
- o Maintain accurate records of all procurement transactions and contracts for future reference and auditing purposes.
- o Analyze purchasing data and provide recommendations for cost reduction and process improvement.

**5. Vendor Management & Relationship Building:**

- o Build and maintain strong relationships with key suppliers to ensure a consistent supply of quality products and services.
- o Resolve any supplier-related issues promptly, minimizing any impact on operations.
- o Develop a supplier evaluation process to assess vendor performance and ensure continuous improvement.

**6. Compliance & Policy Adherence:**

- o Ensure compliance with internal procurement policies, corporate governance, and industry standards.
- o Stay up-to-date with procurement laws and regulations to ensure the company remains compliant at all times.
- o Coordinate with the legal team to ensure contracts and agreements are legally sound.

**7. Collaboration with Cross-functional Teams:**

- o Work closely with various departments (e.g., Finance, Operations, and Logistics) to align procurement strategies with company goals.
- o Assist with budgeting and cost planning for procurement activities.
- o Contribute to operational improvements through collaboration with other teams and departments.

**Qualifications**

- ☑ Minimum of 3 years of experience in procurement, purchasing, or supply chain management.
- ☑ A Bachelor's degree in Business Administration, Supply Chain Management, Logistics, or a related field.
- ☑ Strong negotiation skills and experience in contract management.
- ☑ Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook), and experience with procurement software.
- ☑ Excellent organizational and time management skills, with the ability to manage multiple priorities and meet deadlines.
- ☑ Solid understanding of supply chain management and procurement processes.
- ☑ Strong communication skills, both written and verbal, with the ability to interact effectively with suppliers, vendors, and internal teams.
- ☑ Ability to work independently and as part of a team in a fast-paced environment.