



<https://tenece.com/job/procurement-personnel-en/>

Procurement Personnel (Real Estate)

Description

The procurement personnel will be junior personnel with a knowledge of construction materials and specifications, with a preferred degree in Building Technology. The procurement personnel will be required to handle or assist in handling the procurement of materials and vendors for our construction project. The procurement personnel will be required to ensure procurement processes are followed duly and on time to avoid delays in delivery of materials as well as delays in onboarding vendors. The procurement personnel will be in charge of or assist in vendor registration, selection and final procurement. He/she will liaise with the quantity surveyor to confirm material prices alongside agreed specifications and will execute the purchase of materials and delivery to site.

Responsibilities

A. Vendor Selection

- Receive material specifications and ideal price from project team as well as approvals from management for procurement of items
- Carryout vendor selection procedures in line with company policy (invoice collection and other activities surrounding selection of vendors)
- Register vendor

B. Procurement of Items

- Undertake statutory approval processes for procurement of items
- Input procurement purchase order request on Odoo for approval
- Procure items requested
- Liaise with the quantity surveyor and ensure price of items being purchased does not exceed budgeted price
- Deliver items by notifying store keeper or supervising engineer of delivery
- Handover receipts to store keeper for record keeping and documentation

C. Record keeping

- Keep record of all transactions and share same as weekly reports to the project manager

Qualifications

- Degree in Building Technology
- Must have entry level of experience in construction procurement
- Be conversant with construction materials market in Enugu and south east
- Must be able to use Microsoft excel properly

PERSONAL ATTRIBUTES

Hiring organization

Private Estates International West Africa (PEIWA)

Employment Type

Full-time

Job Location

Enugu, Nigeria

Date posted

June 16, 2025

- Strong negotiation and communication skills
- Must be able to keep transaction records neatly for easy reference
- Must be able to work on multiple requests at the same time