



WE ARE HIRING

Magare Essentials Limited is a Manufacturer of Essential Industrial & Domestic Products. The Company seeks to recruit competent, experienced, and dynamic candidate(s) to fill the following vacant position(s):

PROCUREMENT OFFICER - ONE (1) POST

Roles & Responsibilities

1. Estimate and establish cost parameters and budgets for purchases.
2. Create and maintain good relationships with vendors/supplies.
3. Make professional decisions in a fast paced environment.
4. Maintain records of purchases, pricing and other important data.
5. Review and analyze all vendors/suppliers, supply and price options.
6. Develop plans for purchasing equipment, services and supplies.
7. Negotiate the best deal for pricing and supply contracts.
8. Ensure that the products and suppliers are high quality.
9. Maintain and update a list of suppliers and their qualifications, delivery times and potential future development.
10. Work with team members and procurement managers to complete duties as needed.
11. Perform other related duties as assigned.

Basic Qualifications

1. Bachelors Degree in Procurement and Logistics Management or Advanced Diploma in Procurement and Logistics Management.
2. Three years of experience as a Supervisor, Manager or similar relevant position required.

Basic Qualifications

1. Ability to analyze problems and strategize for better solution.
2. Ability to negotiate, establish, and administer contracts.
3. Excellent verbal and written communication skills.
4. Ability to multitask, prioritize and manage time efficiently.
5. Accurate and precise attention to detail.
6. Ability to work well with management and staff at all levels.
7. Goal oriented, organized team player.

**Applications should be addressed to:
Managing Director, Magare Company Limited, P.O. Box 6248 Mwanza.**

Applications should reach this office before 10th August 2022. Please note all applications should be submitted electronically to the following email: **hr@magare.co.tz**

Hand delivered applications will not be accepted.