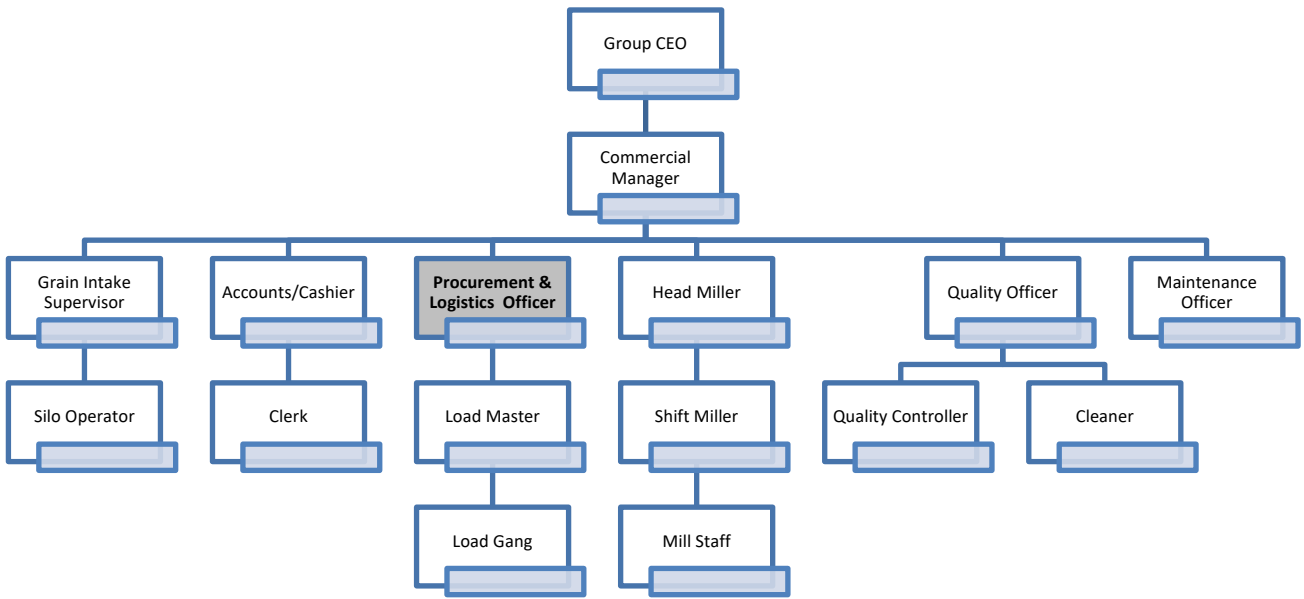


JOB DESCRIPTION

POSITION TITLE:	PROCUREMENT & LOGISTICS OFFICER
REPORTING TO:	Commercial Manager
DEPARTMENT:	Commercial
SUBORDINATE:	Load Master, Load Gang
DATE:	February 2025
GRADE:	

POSITION IN THE ORGANISATION



Purpose of the Position

This Position:

The Procurement & Logistics Officer is responsible to provide cost effective purchasing services and to enhance the company's ability to optimize its purchasing power for the purchase of materials, supplies and equipment required at the optimum quality and price to meet operational requirements. Also responsible for the receiving, inspection, storing and issuing of a large and varied stock of supplies and equipment. This position is also responsible for fleet management and PPE.

PERFORMANCE SPECIFICATION		
No.	Key Performance Area	Key Tasks
1.	Procurement Coordination	<p>1.1 Responsible for the procurement and logistics of all milling products.</p> <p>1.2 Procures supplies, materials, equipment and services in accordance with the Company's purchasing policies and guidelines and consistent with the requester's specifications.</p> <p>1.3 Determines availability, terms and delivery schedule regarding specific requisitions, evaluates quote/terms and recommends action.</p> <p>1.4 Serves as the primary resource to all service area staff regarding all aspects of the purchasing process; advising on purchasing policies and processes; assisting in the preparation of specifications and purchase orders.</p> <p>1.5 Provides supporting documentation and necessary back-up information, distributes to appropriate and approved vendors and monitors the receipt of responses to ensure timeliness and adherence to procurement requests.</p> <p>1.6 Administers and monitors contractual terms and obligations on an on-going basis and performs on-site inspections and/or workplace reviews to ensure compliance with agreement.</p> <p>1.7 Prepares purchase orders and contracts as assigned; processes paperwork and forms, verifies receipt of goods and resolves discrepancies and problems regarding price, delivery, and/or condition.</p> <p>1.8 Re-orders stocked items, supplies and materials according to pre-established minimums/quantities.</p> <p>1.9 Maintains on-going liaison with Shipping & Receiving regarding inventory levels, substitutions, equivalents, delivery schedules and vendor problems.</p> <p>1.10 Updates knowledge and stays informed of new products and services available, researches and develops new sources and/or potential sources of supplies, materials, and services.</p> <p>1.11 Reviews requisitions and purchase orders to ensure completeness and compliance and develops and/or modifies forms and process for maximum efficiency and effectiveness.</p> <p>1.12 Prepares activity reports to facilitate communications and understanding of procurement policies and process.</p> <p>1.13 Responsible for all transportation contracts.</p>
2	Warehouse/Inventory Control	<p>2.1 Responsible for ensuring that inventory lists are in all offices and are readily updated.</p> <p>2.2 Receives, inspects, stores and issues equipment, material, and supplies maintained in the Company's' warehouses and stockrooms.</p> <p>2.3 Receives supplies, materials and equipment upon delivery using various tools to move goods to storage area.</p> <p>2.4 Inspects materials received from vendors in order to ensure material receipts are accurate and makes notations of any variation or damage.</p> <p>2.5 Stores articles in bins, on shelves or on the floor according to style, size or type of material.</p> <p>2.6 Issues supplies and equipment to employees following specifications on requisitions and obtains signatures of employee receiving items before being released.</p> <p>2.7 Picks up stock/supplies from vendors and delivers to warehouse for pick up by Maintenance and other staff.</p> <p>2.8 Communicates with vendors by phone or in person to ensure receipt of appropriate goods.</p> <p>2.9 Ensures the maintenance of the warehouse in a clean, orderly manner using push broom in order to pick up debris or trash.</p> <p>2.10 Ensures security of the warehouse by locking doors and gates in order to prevent entry by unauthorized personnel.</p> <p>2.11 Ensures goods ordered are adequately coded or recorded.</p>

		<p>2.12 Maintains inventory in order to maintain sufficient supplies for customer needs and to ensure accurate inventory.</p> <p>2.13 Verifies serial numbers on all new appliances and applies control numbers for tracking and accurate inventory.</p> <p>2.14 Maintains inventory of tools and appliances using physical count, property control number and requisition.</p> <p>2.15 Enters stock number on requisitions and checks for proper authorization before issuing stock.</p> <p>2.16 Maintains records of invoices copies.</p> <p>2.17 Submits requisitions and invoices to the Accountant.</p>
3	Tender Administration	<p>3.1 Compares and evaluates tender details against specified requirements documented in the enquiry.</p> <p>3.2 Raises and resolves queries with tenderers and originators on deviations between tender enquires and requirements</p> <p>3.3 Raises and resolves queries with Contractors/Suppliers and end-users regarding deviations from agreed tendered/contracted conditions.</p>
4	Fleet Management	<p>4.1 Ensures vehicles and equipment are operated safely and within established guidelines and ensures that the appropriate authorization forms have been completed and signed before vehicles are removed from the premises.</p> <p>4.2 Coordinates the movement of vehicles to ensure all fleet are accounted for.</p> <p>4.3 Conducts periodic inspections of fleet to ensure all vehicles are maintained according to required standards.</p> <p>4.4 Ensures that all Drivers using Company vehicles possess the adequate driving licenses and are trained on Company rules and regulations regarding driving Company vehicles.</p> <p>4.5 Responsible for all Company Fleet and ensures rules and procedures are followed when using vehicles at all times.</p> <p>4.6 Investigates complaints regarding safety violations.</p> <p>4.7 Examines transport operating rules, employee qualification guidelines, or transport training and testing programs for compliance with regulations or safety standards.</p> <p>4.8 Ensures that all accident and insurance claims are dealt with promptly and liaise closely with the relevant parties in this respect.</p> <p>4.9 Inspects vehicles or other equipment for evidence of abuse, damage, or mechanical malfunction and to ensure compliance with rules, standards, or regulations.</p> <p>4.10 Maintains records of kilometres, length of use, destination of vehicles, etc. for invoice purposes.</p> <p>4.11 Keeps track on and due dates for renewal of licenses, permits, etc. and report to supervisor/manager for further action.</p> <p>4.12 Makes arrangements for leasing vehicles from outside agencies to meet special transportation needs.</p> <p>4.13 Inspects repairs to transportation vehicles or equipment to ensure that repair work was performed properly.</p> <p>4.14 Acts as one of the official key holders for vehicles, logging keys in and out, and dealing with vehicle problems.</p> <p>4.15 Maintains input/update data for the fleet management system.</p> <p>4.16 Records all reports/requests for transport services and ensure these are channelled to appropriate personnel.</p>
5	Asset Register	<p>5.1 Responsible for the maintenance of the Company's Fixed Asset Register and ensures annual stock taking with the assistance of the Assistant and ensures assets are tagged to the appropriate department and division.</p> <p>5.2 Ensures the tracking and monitors the movement of fixed assets and participating in the disposition of surplus and/or obsolete items.</p> <p>5.3 Conducts asset verification twice a year</p> <p>5.4 Removes obsolete assets from Asset Register</p>
6	Supervision	<p>6.1 Ensures that subordinates are suitably trained and developed to achieve output requirements.</p> <p>6.2 Assess subordinate performance and implements behaviour correcting measures.</p>

MINIMUM EDUCATIONAL REQUIREMENTS	
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| 1. | Bachelor's Degree/Diploma in Procurement, Logistics/Supply Chain Management, Economics, Commerce or Finance related field |
| 2. | Code BE 08 Driver's License |

MINIMUM YEARS OF EXPERIENCE REQUIRED	
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| 1. | At least 4 years' experience in a similar position or related accounting position |
| 2. | Milling experience will be an added advantage |
| 3. | Code B Drivers' License |
| 4. | Knowledge of procurement management |
| 5. | Knowledge of supply chain management |
| 6. | Good understanding of the procurement process. |
| 7. | Very good knowledge of the milling industry and value chain |
| 8. | Very good understanding of SHEQ, Asset Register, Inventory List |

KEY PERFORMANCE AREAS	
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| 1. | Procurement & Logistics |
| 2. | Asset Register |
| 3. | Inventory Management |
| 4. | Fixed Asset inventory |
| 5. | Tender Administration |
| 6. | Reporting |
| 7. | Budgeting |
| 8. | Fleet Management |
| 9. | Supervision |

APPROVAL (SIGNATURES REQUIRED):

INCUMBENT NAME: _____ **DATE:** _____

MANAGERS NAME: _____ **DATE:** _____

COMPILED BY EASY-HR CONSULTANCY: DATE: 18 NOVEMBER 2024

The above statements are intended to describe the general nature and level of work being performed by the incumbent in this job. They are not intended to be exhaustive list of all responsibilities and activities required of position. It should not be seen as precluding future changes of this job.