



## PROCUREMENT SUPERVISOR - INDIRECT MATERIALS, HEAD OFFICE, LAGOS - 0024

### Job Purpose

This role focuses on sourcing of indirect items including office supplies, IT related commodities, energy and heavy equipment for projects. It also has responsibilities for registering and managing vendors on the company database.

### Responsibilities

- Sourcing of indirect items from domestic market
- Manage vendor relationships, negotiations, and contracts to ensure favorable terms to optimize cost savings and secure long-term supply arrangements
- Build and maintain strong relationships with vendors to ensure high-quality product supply
- Monitor product availability, and track product delivery to ensure that expected quantities are delivered
- Develop and execute sourcing strategies for a wide range of indirect procurement categories.
- Conduct market analysis to identify trends and opportunities for cost savings.
- Utilize strong analytical skills to assess procurement data, identify areas for improvement, and implement strategic changes.
- Purchase Order generation

### Qualifications & Experience

- Bachelor's degree or Higher National Diploma (HND) in Supply Chain Management, Engineering, Business Management, or related fields
- 4-6 years' experience in related roles
- Sourcing and negotiation skills for securing favourable terms with indirect procurement suppliers.
- Leadership and communication skills
- Supply chain and materials' management
- Knowledge of local laws & regulations
- Use of Microsoft Offices – Excel, Words, Navision etc