

POSITION DESCRIPTION



EXECUTIVE PROCUREMENT

Position No.	MEL2205
Vacancy Type	Internal & External
Classification	MII 2
Salary	Negotiable
Employment Type	Contract – Full time (permanent position available)
How to Apply	<p>Online applications are preferred. For online application and downloading Application Form, please visit: https://www.mauritiustmetroexpress.mu/job-vacancies/</p> <p>Via email: Applications together with scanned copies of academic qualifications can also be emailed to: - career@metroexpressltd.org</p> <p>Via post: Applications together with scanned copies of academic qualifications can also be addressed to: - Human Resources Manager Metro Express Limited, Level 3, SICOM Tower, Wall Street, Ebène 72201</p> <p>The envelope or the title of the email should be clearly marked “Executive Procurement”.</p>

Position deadline	Friday 22 April 2022 Application made without completed MEL Application Form and received after the closing date will not be considered.
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Job Title:
Executive Procurement

Reporting Line:
Manager, Logistics

Function/Division:
Service Support Division

Location:
Ebene/Richelieu

We are looking for a highly motivated and proactive individual to join our team as **Executive Procurement** to support the organisation in the Logistics & Warehousing Department.

The ideal candidate will be inquisitive self-starter, want to be intellectually- stimulated, and be driven to continuously improve, and expand their knowledge and skills.

Qualifications:

- (i) Possess a Bachelor Degree in Logistics or Supply Chain Management or any related discipline from a recognised University or an equivalent qualification acceptable to the Board of MEL;
- (ii) Have minimum 3 years' experience in procurement

Attributes:

- (i) Sound knowledge of the purchasing policy and ensuring that all purchases adhere to it;
- (ii) Possess excellent verbal and written communication skills, with good IT knowledge;
- (iii) Meticulous and have brilliant organisational skills to oversee purchases and develop new contracts;
- (iv) Play key role in procuring high quality and cost-efficient supplies;
- (v) Possess sound knowledge in procurement procedures, maintaining inventories and approving purchases.

Duties & Responsibilities:

The incumbent shall be in-charge of the following:

1. Comply with the procurement policies and procedures;
2. Arrange for the procurement of an array of different goods and services;
3. Estimate and establish cost parameters, and budgets for purchases;
4. Maintain good relationships with vendors / suppliers;
5. Make professional decisions in a fast-paced environment;
6. Maintain records of purchases, pricing, and other important data;
7. Review and analyse all vendors / suppliers, supply and price options;
8. Develop plans for purchasing equipment, services, and supplies;
9. Negotiate the best deal for pricing and supply contracts;
10. Ensure that the products and supplies are high quality;
11. Maintain and update list of suppliers and their qualifications, delivery times, and potential future development;
12. Create schedules, monitor stock levels and replenishing of stock;

13. Work with team members and Manager, Logistics to complete duties as needed;
14. To perform such other duties related to the main duties listed above or related to the roles ascribed to him.

MEL reserves the right not to fill any vacancy following this advertisement and to call for interview only the best qualified candidate.