

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-99-2021
Company Name	Multilane
Industry	optical and electrical communication
Vacancy	Purchasing officer
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	FT
Major(s)	Business or logistics
Degree	Bachelor
Years of Experience	0-2
Location	Houmal
Remuneration & Benefits	Basic salary and bonus
Tasks & Responsibilities	<ul style="list-style-type: none"> • Researching potential vendors • Comparing and evaluating offers from suppliers • Negotiating contract terms of agreement and pricing • Track orders and ensure timely delivery • Review quality of purchased products • Enter order details (e.g. vendors, quantities, prices) into internal databases • Maintain updated records of purchased products, delivery information and invoices • Prepare reports on purchases, including cost analyses • Monitor stock levels and place orders as needed • Coordinate with warehouse staff to ensure proper storage <p>Requirements</p> <p>Proven work experience as a Purchasing Officer or similar role</p> <p>Good knowledge of vendor sourcing practices (researching, evaluating and liaising with vendors)</p> <p>Hands-on experience with purchasing software</p> <p>Understanding of supply chain procedures</p> <p>Solid analytical skills, with the ability to create financial reports and conduct cost analyses</p> <p>Negotiation skills</p> <p>BS in logistics and transportation or equivalent</p>