

Job Title: Procurement and Logistics Officer**Location:** Kampala, Uganda**Department:** Sales**Reports To:** Sales Manager**Job Summary:**

The Procurement and Logistics Officer is responsible for overseeing the end-to-end process of procurement and logistics for the company. This role involves managing the procurement of goods and services, coordinating logistics, and ensuring timely delivery while maintaining cost efficiency and quality. The individual will support the procurement team in negotiating with suppliers, managing inventory, and ensuring smooth logistics operations.

Key Responsibilities:**Procurement Responsibilities:**

- **Supplier Management:** Identify and evaluate potential suppliers based on quality, cost, and delivery timelines. Establish and maintain strong relationships with existing suppliers.
- **Procurement Planning:** Assist in the development and execution of procurement strategies to meet company needs. Monitor stock levels and forecast demand to ensure timely procurement.
- **Purchase Orders:** Generate purchase orders and ensure accurate and timely submission to suppliers. Follow up on orders to ensure they are processed correctly and within deadlines.
- **Price Negotiation:** Negotiate favourable terms with suppliers, including pricing, delivery schedules, and payment terms.
- **Quality Control:** Monitor the quality of goods received to ensure compliance with company standards. Work with suppliers to resolve quality-related issues.
- **Inventory Management:** Collaborate with the inventory team to ensure the timely and efficient movement of goods to maintain optimal inventory levels.
- **Compliance:** Ensure all procurement activities comply with the company's procurement policies, legal regulations, and industry standards.

Logistics Responsibilities:

- **Logistics Coordination:** Manage the logistics of inbound and outbound shipments. Ensure timely delivery of goods and services while minimizing costs.
- **Transportation Management:** Coordinate with transportation providers to arrange cost-effective and timely delivery of goods.
- **Warehousing:** Monitor and track warehouse operations, including the receipt, storage, and dispatch of goods. Ensure proper handling and storage to minimize damage and loss.
- **Documentation:** Maintain accurate records of all logistics transactions, including shipment details, delivery schedules, and inventory levels.
- **Customs and Compliance:** Ensure compliance with relevant customs regulations for international shipments. Coordinate with customs authorities and manage necessary documentation.

- **Tracking and Reporting:** Track shipments and provide updates to relevant stakeholders. Prepare reports on procurement and logistics performance, highlighting key metrics such as cost savings, delivery lead times, and inventory turnover.

Collaboration and Support:

- **Cross-functional Collaboration:** Work closely with other departments such as finance, sales, and production to ensure smooth operations across the supply chain.
- **Issue Resolution:** Address procurement and logistics-related issues promptly, such as delays, inventory discrepancies, or quality concerns. Work with internal teams and suppliers to find solutions.

Required Skills & Qualifications:

- Bachelor's degree in supply chain management, Business Administration, Logistics, or a related field.
- Minimum of 3 years of experience in procurement and logistics management, preferably in IT Hardware Industry.
- Strong understanding of procurement processes, logistics, and inventory management.
- Knowledge of international logistics, customs regulations, and freight management is a plus.
- Excellent negotiation, communication, and interpersonal skills.
- Ability to manage multiple tasks and prioritize effectively in a fast-paced environment.
- Strong problem-solving and analytical abilities.
- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint).
- Detail-oriented with a focus on accuracy and quality.

Desired Competencies:

- **Negotiation Skills:** Ability to negotiate favorable terms with suppliers and logistics providers.
- **Time Management:** Strong ability to manage time effectively and handle multiple projects simultaneously.
- **Attention to Detail:** Ability to focus on details to ensure the accuracy of procurement and logistics activities.
- **Customer-Oriented:** Focused on ensuring timely and cost-effective delivery of goods and services to internal stakeholders.
- **Adaptability:** Ability to adapt to changes in supply chain requirements and market conditions.