

# VACANCY



## PROCUREMENT ADMINISTRATIVE OFFICER

The Procurement Administrative Officer will provide administrative support to the Procurement and Logistics function in respect of shipments, inventory and department correspondence.

### Responsibilities

- Coordinates shipping arrangements with suppliers and freight forwarders to ensure prompt shipment and receipt of shipping documents.
- Processes all inventory transactions.
- Coordinates all incoming shipments including the preparation of Customs Declarations, Assessment and payment of Duties and other applicable taxes.
- Coordinates the clearing of incoming shipments including arrangement of transportation.
- Ensures timely costing and receipt of all shipments into the ERP.
- Prepares all relevant department correspondence.
- Manages non-stock items including stationery.
- Manages all Export requests with the relevant department, transportation providers, and Customs to ensure safe, timely handling, and delivery.
- Works closely with all departments to ensure safe, efficient material handling & appropriate, secure storage including an acceptable inventory supply, cataloguing of excess or surplus stock, repair, re-purpose, or disposal of damaged stock, disposal of obsolete stock, and the storage and cataloguing of recovered parts.
- Manages packing & transportation issues, & insurance claims for lost, damaged, incorrect, goods or shorts and overs.
- Analyses sales & purchasing data for trends to continually revise re-order quantities based on stock levels, sales, delivery times and supplier or specification changes. Reviews orders placed by the Contracts and Service Departments to check for duplications, delivery times and storage requirements.
- Analyses stock count reports and compares stock levels against sales data ensuring adequate turnover ratios are maintained. In addition, carries out regular audits of all inventory locations and the inventory management system to ensure correct allocation and procedures are followed.
- Track inventory levels, ensure regular counts, and maintain accurate records.
- Works with Purchasing, Finance, and Sales teams to forecast demand and optimize reorder points.

### Qualifications

- BSc in Logistics, Finance, Business Administration, or similar discipline is preferred.  
(Equivalent – 5 Ordinary level certificates at General proficiency at grades 1 or more than 5 years' experience in a similar role)
- At least 3 years' work experience in a logistics support or similar role
- Proficiency in Inventory and order and supply chain management
- Excellent organizational skills
- Strong leadership capabilities.
- Knowledge of sourcing and procurement techniques and dexterity in reading the market
- Finance and numeric orientation.
- Knowledge of the Safety and Health at Work Act and safe operating practices in office and warehouse spaces.
- Negotiation and networking orientation.
- Aptitude in decision making and problem solving.
- Experience in collecting and analyzing data.
- Detailed oriented.
- Ability to see the 'big picture.'
- Adept at working effectively with competing demands.
- Hands on experience with an Enterprise Resource Management system is not essential but will be preferred.



**Applications should be submitted by February 13th, 2026**

Email: [jobapplications@tmrservice.com](mailto:jobapplications@tmrservice.com)

### Address to the following:

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