



OTTOB AUTHENTIC

Let's Talk... we're looking for:

Procurement Officer Parktown, JHB

As a Procurement Officer specializing in demand planning and import tracking within the pharmaceutical industry, you will be responsible for ensuring the timely acquisition of products, tracking and monitoring supplier shipments to support the company's operational needs.

You will play a pivotal by analysing demand trends, developing accurate forecasts, and optimizing inventory levels to ensure efficient supply chain operations.

This role requires strong organizational skills, attention to detail, and the ability to collaborate effectively with suppliers and internal stakeholders to optimize procurement processes and ensure uninterrupted supply chain operations.

Key Responsibilities:

- ⑧ Demand Planning
- ⑧ Procurement Coordination and Import Tracking
- ⑧ Supplier Collaboration & Performance Management
- ⑧ Continuous Process Improvement
- ⑧ Documentation Handling
- ⑧ Data Analysis
- ⑧ Inventory Optimization
- ⑧ Reporting and Visualization
- ⑧ Continuous Learning

Education:

- ⑧ Matric (Maths Higher Grade, Accounting)
- ⑧ BCom Finance or BCom Supply Chain

Experience:

- ⑧ 5 years supply chain/procurement experience
- ⑧ Previous experience in procurement, demand planning, inventory management.
- ⑧ Strong analytical skills with proficiency in data analysis and interpretation. Experience using demand planning software, ERP systems (e.g., SAP, Oracle)
- ⑧ Advanced Microsoft Excel for data analysis and reporting.
- ⑧ Excellent communication and interpersonal skills, with the ability to collaborate effectively with cross-functional teams and external suppliers.
- ⑧ Detail-oriented with strong organizational skills and the ability to manage multiple tasks and priorities in a fast-paced environment.
- ⑧ Problem-solving mindset with the ability to identify issues, analyze root causes, and propose solutions to improve demand planning and procurement processes.
- ⑧ Ability to work independently and as part of a team, demonstrating a strong work ethic and commitment to achieving goals and objectives.

Kindly note: If you have not heard from us within 7 working days, your application was unsuccessful.

How to Apply: Please submit your resume to: elsa@ottobauthentic.co.za