

<https://hire360recruitment.com/job/junior-procurement-officer/>

Junior Procurement Officer

Description

We are currently sourcing a **Junior Procurement Officer** for our client, a growing distribution and supply chain company based in Maun. This is an ideal role for a young professional eager to build a career in procurement and logistics, with the opportunity to work in a dynamic environment supporting large-scale product sourcing and inventory coordination.

Responsibilities

- Assist with procurement processes including sourcing, quoting, and purchasing
- Maintain accurate inventory records and assist with stock tracking
- Support in supplier relationship management
- Ensure purchase documentation is accurate and up to date
- Liaise with logistics and warehouse teams to coordinate deliveries
- Contribute to monthly procurement reports and audits

Qualifications

- Diploma or degree in Procurement, Supply Chain, or Business Administration
- 1–2 years of relevant experience
- Detail-oriented with strong organisational skills
- Proficient in MS Office, particularly Excel
- Willingness to learn and grow in a fast-paced commercial environment

Employment Type

Full-time

Beginning of employment

May 2025

Industry

Retail | Distribution | Supply Chain

Job Location

Maun, Botswana

Date posted

08/04/2025

Valid through

30.04.2025