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QSSU-ABC-SCA-SUPPLY CHAIN ANALYST

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Company: Q-Sourcing Servtec

Location: Kampala

Category: other-general

About This Job: Q-Sourcing Limited trading as Q-Sourcing Servtec is a manpower management solutions firm operating in the East African Region in the countries of Uganda, Kenya, Tanzania, Rwanda, and South Sudan. On behalf of our client, we are looking for a competent, skilled, and experienced Supply Chain Analyst to work in Kampala Uganda. Job Summary The Supply Chain Analyst supports the Supply Chain Team and is responsible for sourcing and purchasing goods and services needed for the company's operations and ensures that the company obtains quality products at competitive prices, while also maintaining positive relationships with suppliers. He/She will have functional purchasing responsibilities and will use standardized COMPANY procurement processes and procedures to achieve business needs while adhering to corporate standards and mitigating financial and liability risks. KEY ROLES AND RESPONSIBILITIES Sources requested goods or services to the required specifications per company guidelines, utilizes contract pricing (e.g. price books) where available. Requests quotes from suppliers on items needed by user departments functions to the required specifications and communicates delivery of the need. Evaluates supplier responses for accuracy of the submitted quotes, as well as pricing and delivery requirements. Utilizes competitive bidding competencies, targeting the best quality, delivery, and total cost of ownership to achieve the most cost effective solution. Performs tasks relative to purchase order management. Raises requisitions for Supply Chain department. Reviews purchase requisitions raised by user departments seeks clarification of requests by obtaining necessary information including, but not limited to, technical specifications and required delivery date. Creates purchase orders in Oracle and communicates valid approved

Purchase Orders to the User department and the supplier(s). Receives acknowledgement and updates anticipated delivery dates per communication with the supplier(s) and the receiving/ordering user department. Monitors for Change Management Requirement -Updates Purchase Orders (PO) where needed, and updates user function accordingly, PO amendments and any other changes affecting the accuracy and maintenance of the PO to ensure alignment on expected delivery date. Ensures all procurement activities are in compliance with the Supply Chain Policies, including all proper documentation, use of systems, approvals, and communications. Reports supplier non-conformances and followup until resolved. Facilitates or assists in supplier contract negotiations, as required and participates in supplier review process and develop relationships with identified key strategic suppliers. Supports supplier base rationalization by working closely with the procurement team and user departments. Compiles relevant purchasing information for reporting purposes as required by the Line Manager. Assists in data clean-up efforts and work on special projects, as assigned. Collaborates with cross-functional teams and suppliers to understand data requirements to provide analytical support for supply chain initiatives, determine root cause issues, resolve transactional issues in a timely manner with a sense of urgency and professionalism and effectively communicate corrective action to suppliers, stakeholders or other team members. Performs other duties as assigned by the Line Manager Qualifications and Requirements required: Bachelor's degree in Procurement, Supply Chain Management, Engineering or Business Administration or related field. Certification from a recognized procurement organization such as CIPS (Chartered Institute of Procurement & Supply) is preferred but not mandatory. Between 3 to 5 years procurement related experience in engineering or manufacturing related industries. Proven experience in a procurement, purchasing, or supply chain management position. Solid understanding of procurement processes, Industry trends and Supplier Management. Knowledge of Material Requirement Planning would be an added advantage. Proficiency in procurement software and ERP system (e.g. Oracle, SAP, Coupa, Ariba etc.) and Microsoft office applications. Added Advantage Telecommunication experience would be an added advantage How to apply: All candidates who meet the criteria outlined as above are encouraged to apply under the job vacancy "QSSU- ABC-SCA- SUPPLY CHAIN ANALYST". Follow the link below to apply; Note: Deadline for applications is not later than 05:00 pm, Friday, 12 th April 2024. Only shortlisted applicants will be contacted. Q-SOURCING SERVTEC IS AN EQUAL OPPORTUNITY EMPLOYER. ANY SOLICITATION WILL LEAD

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