



<https://old.transcorp-intl.com/job/procurement-executive/>

Procurement Executive

Description

We are seeking a Procurement officer who will be responsible for managing the procurement activities within the logistics company, ensuring timely acquisition of goods and services at the best possible cost while maintaining quality standards. The role involves vendor management, negotiation, purchase order processing, and coordination with various departments to fulfill procurement needs.

Responsibilities

- Identify and evaluate potential suppliers.
- Maintain and update the supplier database, including performance metrics.
- Build and maintain strong relationships with suppliers.
- Process purchase requisitions and generate purchase orders in accordance with company policies.
- Ensure timely delivery of goods and services by monitoring purchase orders and following up with suppliers.
- Negotiate pricing, terms, and conditions with suppliers to ensure cost-effective procurement.
- Monitor inventory levels and coordinate with the warehouse and operations teams to maintain optimal stock levels.
- Assist in forecasting demand to ensure timely procurement of goods.
- Ensure that procured goods and services meet the required quality standards.
- Coordinate with the quality control team for inspection and approval of received goods.
- Ensure compliance with legal and regulatory requirements in all procurement activities.
- Maintain accurate records of purchases, pricing, and other important data.
- Analyze market trends to identify opportunities for cost savings.
- Assist in the development and implementation of cost reduction strategies.
- Work closely with various departments, including operations, finance, and warehouse, to understand and fulfill their procurement needs.
- Communicate with suppliers to resolve issues related to delivery, pricing, or quality.

Qualifications

- Bachelor's degree in Supply Chain Management, Business Administration, or a related field. Master's degree preferred.
- Minimum of 2 years of experience in procurement, preferably in the warehousing and logistics industry.
- Strong negotiation and contract management skills.
- Excellent analytical and problem-solving abilities.

Hiring organization

Transcorp International

Employment Type

Full-time

Job Location

Riyadh, KSA

Date posted

May 26, 2025