

Purchasing Officer—Technology PURCHASING DEPARTMENT- POM BASED ROLE

Theodist is a leading company renowned for its commitment to excellence and innovation. We pride ourselves on our dynamic team environment and our dedication to providing outstanding service and value to our clients. As we continue to grow, we are looking for passionate individuals to join our team and contribute to our success.

We are looking for candidates with a strong functional background in procurement and technology, who are detail-oriented and have a proven track record of managing purchasing processes with the utmost accuracy. If you are ready to take on the challenge and contribute to our team's success, we invite you to apply for the Purchasing Officer - Technology position at Theodist.

JOB OVERVIEW:

Reporting directly to the Purchasing Manager, we are seeking an organized and experienced Purchasing Officer to join our team. This role is vital for researching and procuring technology products for our retail stores, ensuring efficient and precise procurement processes.

KEY RESPONSIBILITIES:

- Train and manage junior team members, overseeing their daily tasks and workflow.
- Maintain inventory through strategic analysis, ordering, and shipment coordination.
- Research, analyze, and predict market trends and purchasing patterns, targeting specified demographics.
- Build and sustain strong relationships with suppliers, negotiating contracts and evaluating financial risks.
- Stay updated on new technology products through continuous online research and stakeholder discussions.
- Communicate effectively with internal teams to maintain optimal stock levels.

QUALIFICATIONS, SKILLS, AND EXPERIENCES:

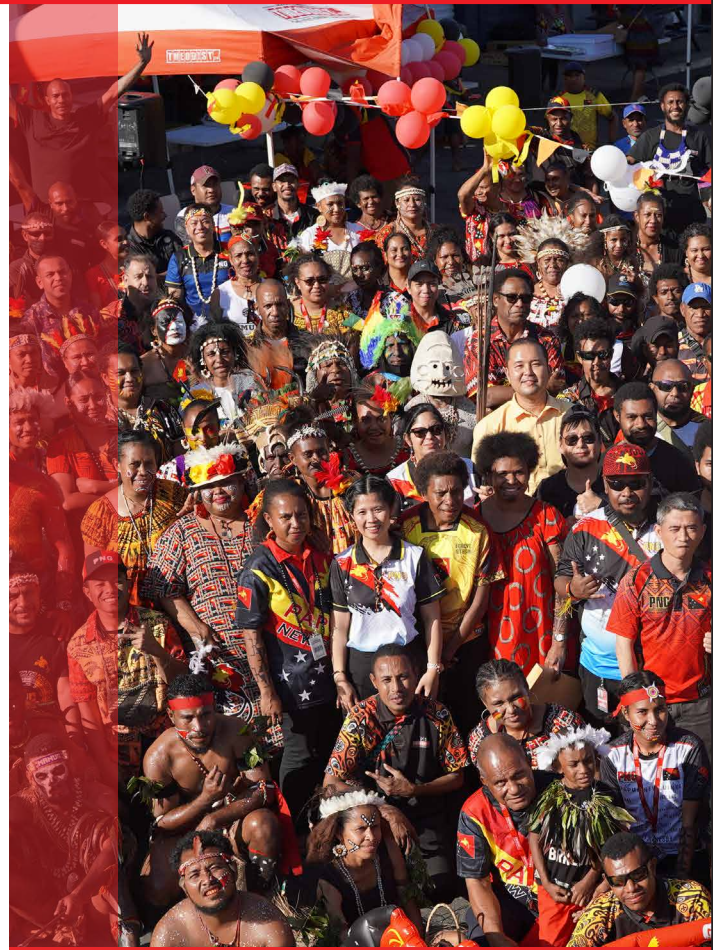
- Diploma or bachelor's degree in Procurement, IT, Business, or a related field.
- Minimum of three years of retail experience, including two years in technology product purchasing.
- Strong organizational skills and attention to detail.
- Proficiency in Microsoft Office Suite, PRONTO, or similar ERP systems.
- Ability to excel in a fast-paced environment with strong analytical and problem-solving capabilities.

PREFERRED ATTRIBUTES:

- Hands-on experience in technology product procurement.
- Excellent communication and teamwork skills.
- Ability to work independently and collaboratively.
- Familiarity with procurement management systems.

WHY JOIN THEODIST?

- Gain specialized expertise through comprehensive training and mentorship
- Thrive in our collaborative, results-driven culture, surrounded by like-minded peers.



How to Apply

If you're a passionate individual who shares our values and wants to make a difference at Theodist Ltd., we'd love to hear from you!

To apply for an open position, please fill out the application form by providing the following information:

- First Name
- Surname
- Email
- Phone
- Position(s) you are applying for (select from the drop-down menu)
- Cover letter & Resume (upload file)

Deadline: The closing date for applications is November 29th, 2024.

Theodist Ltd. is an equal opportunity employer, and we welcome applications from candidates of all backgrounds and experiences.



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