



Join Our Team as a

PROCUREMENT COORDINATOR

We are seeking a highly organized and detail-oriented Procurement Coordinator to join our dynamic team. The successful candidate will be responsible for managing the procurement process, ensuring the timely and cost-effective acquisition of goods and services required by the Bank.

The Job:

- ▶ Preparing plans for the purchase of equipment, services, and supplies
- ▶ Reviewing, comparing, analyzing, and approving products and services to be purchased
- ▶ Maintaining good supplier relations and negotiating contracts
- ▶ Researching and evaluating prospective suppliers
- ▶ Coordinating with staff, operations personnel, and outside agencies to ensure materials, equipment, and services are available when needed
- ▶ Working with team members and procurement officer to complete duties as needed
- ▶ Performing other related duties as assigned

The Person:

- ▶ Advanced Diploma in Logistic Management or same discipline from a recognized university/institution
- ▶ Strong communication skills
- ▶ Proven experience as a Procurement Assistant or relevant role would be an added advantage
- ▶ Excellent knowledge of MS Office and familiarity with relevant computer software (e.g. SAP)
- ▶ Ability and willingness to work a flexible schedule when required

Benefits

The right candidate can look forward to an attractive remuneration package inclusive of staff loan benefits at concessionary interest rates and career prospects.

Applications must be forwarded to jobs@unionb.com with the names of two non-related referees on or before **9th July 2024**. The email subject line must state as **Procurement Coordinator**. All applications will be treated with strict confidence. Only shortlisted applicants will be notified.

We are an equal opportunity employer

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 **UNION BANK** *Transforming Lives*