



# VACANCY

## PURCHASING ASSISTANT

### MAIN RESPONSIBILITIES

- Assist with various administrative responsibilities and play an important part in the decision-making process;
- Place orders with various local and international suppliers and ensure proper follow-ups.
- Closely monitor and follow up on orders lead time and shipping of goods;
- Input purchase orders, ensuring that all goods are well codified;
- Negotiate best quotes and shipment arrangements with freight forwarders and deal with any other relevant third parties such as insurers, etc;
- Liaise with the relevant departments to ensure proper coordination and follow-up of tasks in agreed deadlines;
- Ensure proper follow ups with the freight forwarders in respect of shipment departures and arrivals as well as custom clearance;
- Prepare and maintain accurately all purchasing documents and records;
- Ensure that all filings (hard and soft filing) are up to date, kept tidy and are easily accessible;
- Update shipment time of arrival and advise the relevant parties of any delays;
- Deal with the suppliers as and when required, ensuring that good communication, procedures and relationship are maintained;
- Assist with promotions, sales analysis and stock movements;
- Answer calls and e-mails and liaise with clients and any other third parties competently;
- Plan and organise meetings and take action points and minutes when necessary;
- Organise travel arrangements when necessary;
- Prepare presentations when requested;
- Manage ad hoc projects;
- Assist in any other cognate duties that may be assigned.

### QUALIFICATIONS AND EXPERIENCE

- Diploma in Business Management or any other related field
- Fluent in English and French and excellent communication skills
- A certification in Procurement Management would be an advantage
- A minimum of 5 years' experience

We offer a competitive salary commensurate to qualifications and experience.

Please send us your CV together with a motivation letter before the 04/02/2022 either by email to [hr@aldrex.mu](mailto:hr@aldrex.mu) or by post to the attention of the Human Resources Manager, Aldrex Suppliers Ltd, Corner Baissac and Victoria Avenues, Quatre-Bornes.

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*By submitting your personal data to Aldrex Suppliers Ltd., you acknowledge having read, understood and consented to the Recruitment Privacy Policy of Aldrex Suppliers Ltd.*

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