



**LBS**  

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**PAN-AFRICAN UNIVERSITY**

## **ASSISTANT PURCHASING MANAGER**

### **Responsibilities**

- Purchase of goods of high quality at the best price
- Organise quarterly market surveys or whenever necessary
- Ensure that a proper database of suppliers and major market customers are maintained and up to date
- Place orders and check shipment when necessary
- Proper maintenance of School store with proper inventory maintained
- Supervise inventory levels and inspect record books at the different stores
- Monitor and control the department's budget
- Establish and identify more local and foreign suppliers
- Any other responsibilities assigned by Management

### **Qualification**

- First degree or equivalent
- Certificate in purchasing, store keeping or its equivalent
- Minimum of three years heading a store/ purchasing department

### **Specific Requirements**

- Possession of high standard of ethics
- Good negotiating skills
- Numerical and analytical competence
- Book keeping skills/basic accounting skills
- Good interpersonal skills
- Knowledge of market
- Knowledge of quality required
- Knowledge of storage equipment
- Ability to work under pressure

**Interested candidates should send their CVs by email to [niwegbu@lbs.edu.ng](mailto:niwegbu@lbs.edu.ng) on or before Friday, 30 October 2009.**

