

Job Description

Title:	Recyclables Procurement Officer
Reporting to:	Materials Manager
Responsibilities: <ul style="list-style-type: none">• Clear understanding scrap categories (MS, HMS, Cast Iron and other grades)• Experienced in liaising with local scrap dealers / suppliers / nearby exporting countries like DRC, South Sudan, Rwanda, Burundi among others• Understanding of customs clearance from border• Negotiation skills to get the scrap at competitive price• Ensure required quantities of scrap is available in the plant for continuous production• Liaise with plant scrap handling team for offloading of scrap for quick turn around of trucks• Liaise with weighbridge and customers for the quantity received as per STIL weighbridge• Ensure delivery of scrap quality as required in the plant• Liaise with Finance team for Purchase Order issuance as per quantity received• Submit monthly, quarterly or annual progress reports to authorities• Periodically review team performance and address the gaps• Review daily MIS reports, KPIs, prepare presentations and share with management	
Environmental, Safety, Ethics and Working conditions <ul style="list-style-type: none">• Highest standard of Ethics at workplace• Facilitate security of company staff and property• Encourage teamwork for the purpose of a smooth and prosperous management• Safeguard the company's systems and Terms and Conditions of employment	
Interfaces: (titles of people you deal with, e.g., HOD, HOS) <ol style="list-style-type: none">1. Direct reporting department – Materials Manager2. Cross functional departments – Operations, Plant, Sales, Purchase, HR	
Requirements: <ul style="list-style-type: none">• Minimum Degree in Purchase• Experience – 10+ years in purchase of Scrap• Ability to communicate technical knowledge in clear and understandable manner• Ability to handle team	