



OYINS RESORT: A SUBSIDIARY OF OYINSINTERNATIONAL

OLD EPE GARAGE, IJEBU ODE OGUN STATE NIGERIA

ADMINISTRATIVE STAFF MEMBERS

Additional Roles

PROCUREMENT MANAGER

Responsibilities:

Identify and evaluate potential suppliers, negotiate contracts, and establish relationships with vendors. Ensure that vendors comply with agreed-upon terms and conditions.

Research and identify cost-effective suppliers. Negotiate favorable terms and conditions, including price, delivery, and payment terms.

Develop and manage procurement budgets. Ensure that procurement activities stay within budgetary constraints.

Draft, review, and manage contracts. Ensure that contracts are in compliance with legal requirements and organizational policies.

Collaborate with relevant departments to ensure that procured goods and services meet quality standards. Implement quality assurance measures in the procurement process.

Identify potential risks in the supply chain and develop strategies to mitigate them. This may include developing alternative supplier options to ensure continuity of supply.

Ensure compliance with relevant laws, regulations, and organizational policies in all procurement activities.

Maintain accurate and up-to-date records of procurement activities. Prepare reports for management and auditors.

Stay informed about market trends, industry developments, and changes in regulations that may impact procurement decisions.

Collaborate with internal stakeholders such as department heads, finance, and operations to understand their procurement needs and communicate effectively with external stakeholders.

Requirements:

A bachelor's degree in a relevant field, such as Business, Supply Chain Management, or Procurement. Advanced degrees or professional certifications (such as CIPS-Chartered Institute of Procurement & Supply) may be preferred.

2-3 years of experience in procurement or a related field, with a track record of successful procurement management.

A strong understanding of procurement principles, supply chain management, and relevant laws and regulations. Familiarity with the specific industry in which the organization operates is also beneficial.

Strong negotiation skills to secure favorable terms and conditions with suppliers.

The ability to analyze data, assess supplier capabilities, and make informed decisions.

Excellent verbal and written communication skills to interact with internal and external stakeholders.

High ethical standards and integrity, as procurement managers often deal with sensitive information and financial transactions.

Proficiency in relevant software for procurement and supply chain management

Benefits:

Competitive salary and benefits package. Opportunity to work in a dynamic and fast-paced environment. Career development opportunities within a growing hospitality

company. Discounted hotel stays and access to hotel amenities. The chance to make a positive impact on the guest experience. If you are a highly motivated and customer-oriented individual with a passion for hospitality, we encourage you to apply!

To Apply:

Please send your resume and cover letter to [hr@oyinsinternational.com] We look forward to hearing from you!