



# **OYINS RESORT: A SUBSIDIARY OF OYINSINTERNATIONAL**

OLD EPE GARAGE, IJEBU ODE OGUN STATE NIGERIA

## **ADMINISTRATIVE STAFF MEMBERS**

### **Additional Roles**

#### **Procurement Officer**

#### **Summary:**

The Procurement Officer is responsible for overseeing the procurement process, from sourcing suppliers to negotiating contracts and managing vendor relationships. This role requires strong negotiation skills, attention to detail, and the ability to work collaboratively with internal stakeholders and external vendors to ensure timely delivery of goods and services at the best value.

#### **Responsibilities:**

1. Develop and implement procurement strategies to meet the organization's needs and objectives.
2. Identify potential suppliers and solicit bids or proposals for goods and services.
3. Evaluate supplier proposals based on price, quality, and delivery timelines.
4. Negotiate contracts, terms, and pricing with suppliers to achieve cost savings and favorable terms.
5. Collaborate with internal departments to determine procurement needs and specifications.

6. Maintain accurate records of procurement activities, including contracts, purchase orders, and vendor agreements.
7. Monitor supplier performance and address any issues or concerns related to quality, delivery, or pricing.
8. Conduct regular supplier assessments to ensure compliance with contractual obligations and quality standards.
9. Stay updated on market trends, industry regulations, and best practices in procurement especially in Nigeria.
10. Implement and enforce procurement policies and procedures to ensure transparency, fairness, and compliance with regulatory requirements.

### **Requirements:**

1. Bachelor's degree in Business Administration, Supply Chain Management, or related field. (Master's degree preferred)
2. Proven experience in procurement or supply chain roles, preferably in a similar industry.
3. Strong negotiation skills and the ability to communicate effectively with suppliers and internal stakeholders.
4. Excellent analytical and problem-solving abilities.
5. Attention to detail and the ability to manage multiple projects simultaneously.
6. Proficiency in procurement software and tools, such as ERP systems, e-procurement platforms, and Microsoft Excel.
7. Knowledge of procurement regulations, contract law, and best practices.
8. Ability to work independently and as part of a team.
9. Strong organizational and time management skills.
10. Professional certifications in procurement are a plus but not required.

**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!