

JOB TITLE: Manager: Procurement / Warehouse

REPORTS TO: Senior Management

DEPARTMENT: Procurement / Warehouse

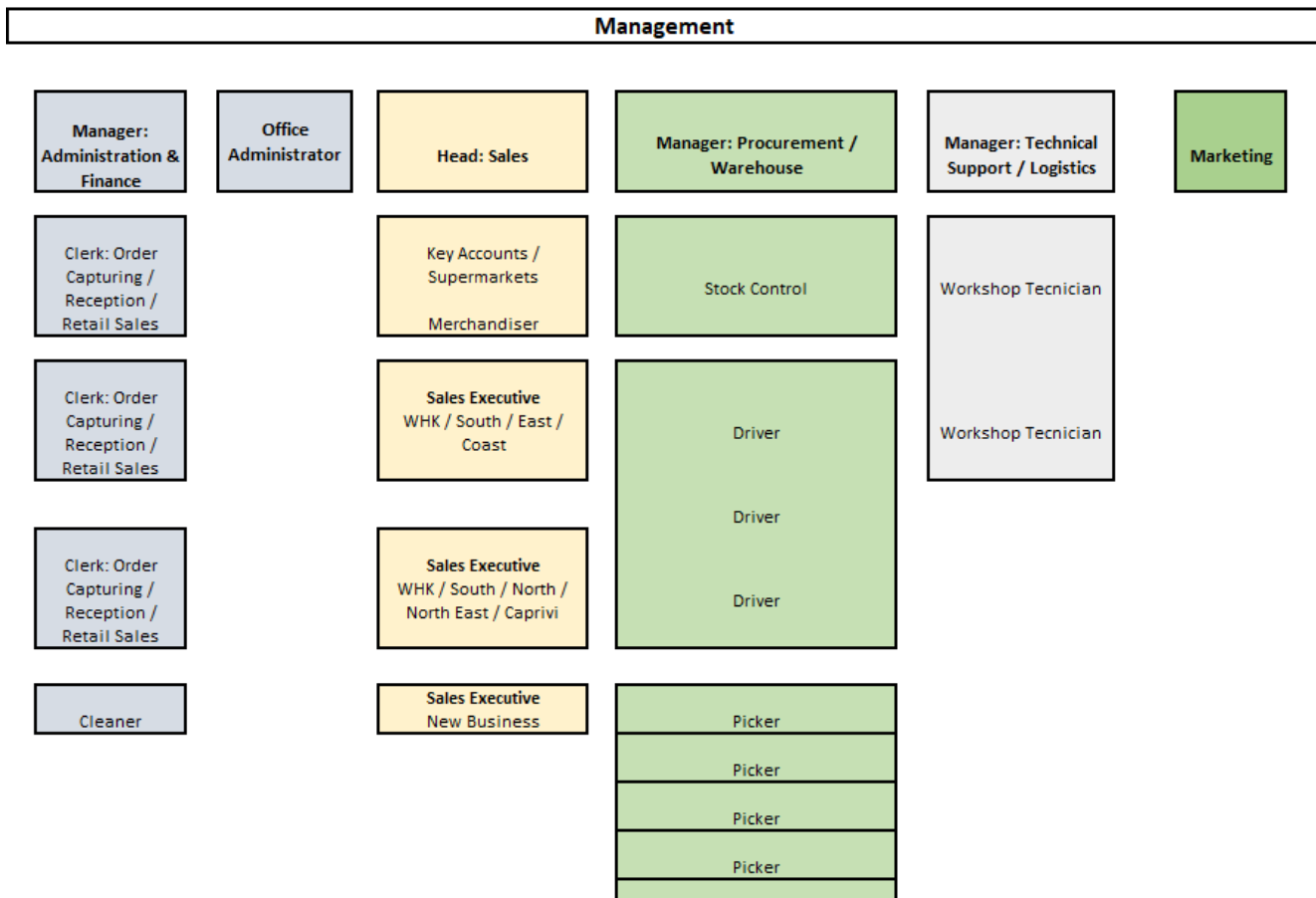
DATE COMPILED: May 2025

1. Job Purpose:

The job entails sourcing and procuring all of Komnik & Francks products and services, do forward planning and forecasting, ensure stock on hand matches rate of sale and scout for new products and services. Control all in / outgoing products and services

The incumbent will ensure strict compliance to Komnik & Francks policies and procedures

2. Organisational Chart:



3. Qualifications, Skills and Experience Required:

- At least Grade 12 certificate
- A tertiary education in Supply Chain Management, Logistics, Business Administration or a Procurement related field
- Computer literacy, data and analytical driven mind-set (Microsoft Office Package, Pastel will be an added advantage)
- Excellent communication and relationship-building skills
- Ability to handle multiple suppliers, stakeholders and priorities efficiently
- Proactive and adaptable, with a continuous improvement mind-set
- Proficiency in Afrikaans and English. German will be an added advantage

4. Major Challenges:

- Maintain and build customer relationships
- Optimize stock holding
In / Out going stock and service control
- Dealing with multiple suppliers, negotiating procurement conditions
- Identifying and analysing new opportunities in trade and industry

5. Principal Accountabilities:

- Procuring products and services according to best practice
- Plan and implement strategic sourcing techniques, forecasting methods and analytical stock evaluation methods
- Negotiate best conditions and pricing for products and services
- Control and manage all in and outgoing stock items and services
- Optimize Warehousing and Distribution within Komnik & Franck
- Supplier Relationship management and evaluation
- Prepare, evaluate, discuss and improve procurement and forecasting reports
- Strong sense of communication, feedback and pro-active thinking with the sales and finance team of Komnik & Franck

6. Competencies:

- Attention to detail
- Integrity
- Customer Oriented
- Ability to learn and work under pressure
- Numeracy
- Punctuality

7. Dimensions:

- | | |
|--------------------------|-----|
| • Budget Responsibility: | YES |
| • Direct Reportees: | YES |
| • Indirect Reportees: | YES |
| • Delegation of work: | YES |
| • Travel: | YES |

TO APPLY: Please send your CV to working@kfcc.com.na.

*Only shortlisted candidates will be contacted.