



Vacancy: Senior Procurement Officer

Location: Swakopmund

Are you a seasoned procurement professional with sharp organizational skills, strong IT knowledge, and a practical mindset? Our growing family business is seeking a Senior Procurement Officer to lead sourcing, purchasing, and inventory operations with precision and common sense.

Key Responsibilities:

- Manage the full procurement cycle—from sourcing and quoting to ordering and delivery tracking
- Maintain and optimize stock control systems, ensuring accuracy and efficiency
- Build and manage supplier relationships, negotiate pricing, and monitor contract performance
- Create and manage advanced Excel reports for inventory, cost analysis, and supplier performance
- Collaborate with operations and finance to align purchasing with business needs
- Ensure compliance with internal procedures and support administrative and IT-related tasks
- Apply practical judgment and initiative to streamline processes and solve problems

What We're Looking For:

- Minimum 10 years' experience in procurement, supply chain, or inventory management
- Strong computer literacy is essential
- Advanced Excel proficiency—pivot tables, formulas, and data analysis
- Solid IT knowledge and comfort working with digital systems and tools
- Excellent organizational skills, attention to detail, and follow-through
- Practical mindset with strong problem-solving abilities
- Ability to work independently and support cross-functional teams

Start Date: Immediate or as agreed

Remuneration: Competitive, based on experience

If you're ready to bring structure, efficiency, and strategic oversight to our procurement process, we'd love to hear from you.

Application Process

Take the next step in your career journey with Cowboys by submitting your application through our dedicated recruitment portal at www.jobopportunities.net. Prepare a persuasive cover letter, submit your detailed CV, and attach certified copies of your pertinent qualifications and certifications.

Application Deadline: 29 September 2025