




## Junior Procurement Clerk

 **Location:** Swakopmund

We are seeking a detail-oriented and motivated **Junior Procurement Clerk** to support our plant and procurement operations. This role will be responsible for handling procurement documentation, creating purchase orders, and ensuring efficient support to the plant manager and planner.

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### **Key Responsibilities**

- Assist the plant manager and planner in preparing **parts requisition forms**.
  - Create, process, and track **purchase orders** for equipment.
  - Maintain a **basic understanding of procurement processes** to ensure compliance and efficiency.
  - Provide daily feedback on **outstanding parts and orders**.
  - File and organize all procurement documentation systematically.
  - Use **Microsoft Excel** and procurement software for tracking and reporting.
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### **Minimum Requirements**

#### **Educational Qualifications**

- Relevant **certificate or diploma in Procurement, Supply Chain, Logistics, or Business Administration** (preferred, but experience may substitute).
- Training or short courses in **procurement systems/software** would be advantageous.

## Experience & Skills

- **Minimum of five years' experience** in procurement.
  - Experience with **Heavy Mining Equipment (HME) parts** will be a strong advantage.
  - Basic **HME maintenance and operational knowledge** will be an advantage.
  - **Valid driver's license**.
  - Proficiency in **English and Afrikaans** (written and spoken).
  - **Computer literacy**, including Microsoft Excel and procurement systems.
  - Strong organizational skills with attention to detail.
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## Why Join Us?

This is an excellent opportunity to contribute to a dynamic procurement team while gaining exposure to plant operations and procurement systems. You'll be part of a professional environment that values growth, precision, and teamwork.

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## Application Process

Interested candidates should apply through our recruitment portal at [www.jobopportunities.net](http://www.jobopportunities.net).

Applications must include a **cover letter, CV, and copies of relevant certifications**.

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## Closing Date

**5 September 2025 @ 07:00PM**