



# WE ARE RECRUITING

## PROCUREMENT OFFICER

The procurement department function is to set the overall direction of procurement based on the company's needs, goals and develop long-term relationships across the supply chain. The objective is to source goods as economically as possible whilst ensuring the lowest possible risk to the business while expertly managing the logistics and compliance associated with our international export operations. This dual-focused role requires a solid understanding of global trade regulations.

### ROLE AND RESPONSIBILITIES

- Source price quotations and prepare purchase requisitions/orders. Look for the best quality and price for products requested by Avipro co Ltd and subsidiaries
- Good Knowledge of freight management & Logistics.
- Prepare and verify export and import documentation (invoices, packing lists, certificates of origin, health certificates)
- Liaise with government or external agencies (e.g., custom, agriculture departments) for permits, inspections or any other requirements.
- Develop and maintain constructive and cooperative working relationships with co-workers

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- A minimum of a High School Certificate
- Advance Certificate or Diploma in CIPS
- Microsoft Office Tools
- ERP Microsoft D365 will be an advantage

### ADDITIONAL NOTES

- The following abilities are important to the role of Procurement Officer: written expression and comprehension, oral expression, problem sensitivity and speech clarity, In addition, the candidate should be able to work independently and be comfortable making decisions and adhere to code of ethics of the company.

### PREFERRED SKILLS

- Previous freight management/ supply chain work related skill, knowledge or experience specifically in procurement and/or inventory systems would be an advantage.

Those interested are requested to send their application by November 28, 2025  
to the Human Resources department, Gentilly, Moka | Phone: 404 9000

Email: [recruitment.avipro@eclosia.com](mailto:recruitment.avipro@eclosia.com)

Only the best candidates will be invited to a job interview