



🏠 Addis Ababa, Ethiopia  
🏠 Washington, D.C., U.S.A.

**Job Title:** Purchasing Manager

**Type:** Full time

**Primary Location:** Addis Ababa, Ethiopia

**Reports to:** General Manager

### **Job brief**

As a Purchasing Manager, you will be responsible for sourcing equipment, goods and services and managing vendors. A successful candidate will be able to perform strategic procurement activities across multiple categories, search for better deals and find more profitable suppliers.

### **Responsibilities**

- Develop, lead and execute purchasing strategies.
- Track and report key functional metrics to reduce expenses and improve effectiveness.
- Craft negotiation strategies and close deals with optimal terms.
- Partner with stakeholders to ensure clear requirements documentation.
- Forecast price and market trends to identify changes of balance in buyer-supplier power.
- Perform cost and scenario analysis, and benchmarking.
- Assess, manage and mitigate risks.
- Seek and partner with reliable vendors and suppliers.
- Determine quantity and timing of deliveries.
- Monitor and forecast upcoming levels of demand.

### **Requirements**

- Proven working experience as purchasing manager, agent or officer.
- Familiarity with sourcing and vendor management.
- Interest in market dynamics along with business sense.
- A knack for negotiation and networking.
- Working experience of vendor management software.
- Ability to gather and analyze data and to work with figures.
- Solid judgment along with decision making skills.
- Strong leadership capabilities.
- BS degree in supply chain management, logistics or business administration.

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