



WE ARE HIRING!

Our Client is offering an exciting employment opportunity for **PROCUREMENT EXECUTIVE!**

Role Overview

We are looking for a procurement executive who will be responsible for planning and coordinating procurement activities for pharmaceutical company.

The ideal candidate should have a strong analytical mindset, excellent data skills, good communication skills, and a passion for uncovering actionable insights.

Responsibilities

1. To purchase raw materials, packaging materials and services
2. Raise and manage Purchase Orders with clear specifications and delivery instructions.
3. Identify price trends, alternate sourcing, and savings opportunities.
4. Coordinates with Regulatory team to submit proforma's to NDA
5. Achieve cost savings through negotiation without compromising quality.
6. Prepare bid evaluations, and negotiate optimal commercial terms.
7. Coordinate with Stores to maintain optimal stock levels and prevent shortages.
8. Communicate lead times, shortages, and risks proactively
9. Attend planning meetings and provide procurement insights.
10. Carry out continuous update of Import procurement file to track progress of Import POs and shipments.
11. Escalates to Procurement Manager in case of supplier delays
12. Following up and offering timely feedback to users on outstanding requisitions

Key required competencies

1. Bachelor's Degree in Procurement, Supply Chain, or related field
2. The suitable candidate should have work experience of 2-5 years' experience in procurement. Experience in a pharmaceutical company is an added advantage.
3. Experience in sourcing, supplier negotiation, and managing procurement documentation.
4. Team player with excellent interpersonal skills
5. Attention to details
6. Ability to handle sensitive and confidential information.

DO YOU HAVE WHAT IT TAKES?

Here is how to apply: -

All interested candidates should send copies of their updated **CVs** with two referees to; **application@jobconnect.co.ug** not later than 3rd June 2026, at 5:00 p.m.

Please note that due to the high level of applications, only successful candidates will be contacted.