

BOKOMOTM

WE ARE HIRING

CAREER OPPORTUNITY

At Bokomo Namibia, a joint venture between the Frans Indongo Group (Namibia) and PepsiCo Inc, you get the best of both worlds: an entrepreneur's mindset plus reach and resources through our worldwide network. Bring your unique perspective. Bring curiosity. Bring ingenuity, and drive. We'll give you a platform to be daring.

Clerk: Procurement - Re-Advertisement

Reporting to the **Manager Procurement**, the **Clerk: Procurement** will be responsible for obtaining price quotes from suppliers based on the various purchase requests within the Company. They are also responsible for preparing purchase orders.

Key Responsibilities:

- Responsible to prepare purchase orders and to send copies to suppliers and to departments requesting the goods or service;
- Respond to customer and supplier inquiries about order status, changes, or cancellations;
- Perform buying duties when necessary;
- Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems;
- Accurately capture requisition orders in order to ensure correct quantity, price terminology, and specifications.
- Prepare, maintain, and review purchasing files, reports and price lists;
- Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers;
- Track the status of requisitions and orders;
- Develop an efficient filing system to make updating and retrieving files easier including but not limited to scanning and archiving of all POD's.

Qualification and Preferred Traits

The successful candidate must have:

- Grade 12
- Two years' experience in the field
- Basic computer knowledge, Microsoft office and emails.
- Must be result driven with planning and organizing skills
- Strong organizational skills
- Must have disciplined approach
- Good interpersonal relations
- SAP experience will be an added advantage.

Closing date: 28 October 2025

Submit Your Application
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