



Archemics is recruiting a Procurement Clerk

Job Description:

The job incumbent shall be responsible of the design of coordination of shipping activities starting from selection of freight forwarder up to customs clearing by:

- ❖ Preparation of costing for foreign purchases
- ❖ Processing of entries for foreign stock items
- ❖ **Monitoring of foreign creditors' accounts including follow up regarding payment terms** and preparation of payments following negotiation for purchasing foreign currencies with banks. This includes reconciliation of statement of accounts
- ❖ Providing weekly / monthly reports for analysis of stock levels and forecast accuracy
- ❖ Preparing customs documentation and ensure that shipments meet all applicable laws to facilitate the import / clearing of goods
- ❖ Assisting in ordering process
- ❖ **Creating of suppliers' account and stock item codes on the system**

Profile of ideal candidate:

- ❖ HSC holder and any equivalent combination of education and experience
- ❖ A minimum of 2 years relevant work experience in a similar position is required
- ❖ Knowledge in the field of Customs Clearance Proficiency, Shipping & Freight Forwarding Proficiency would be an advantage
- ❖ Able to effectively handle multiple priorities, organize workload and meet deadlines
- ❖ Dynamic, good interpersonal & communication skills, pro-active and pleasant personality
- ❖ Proficiency in Microsoft Excel and Word
- ❖ Knowledge of Sicorax software will constitute an advantage

Employment Type: Permanent

Closing Date: 31 January 2019

Contact Name: Nicolas Nayna, nicolas.nayna@archemics.mu

Archemics Ltd
Bois Marchand
Motorway M2
Terre Rouge

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