



AUDIT BUSINESS CONSULTING INTERNATIONAL
DEPARTEMENT RECRUTEMENT
08 BP 1183
COTONOU BENIN
TEL +229 306125
WWW.ABCI-AFRICA.COM - INFO@ABCI-AFRICA.COM

JOB ANNOUNCEMENT

For one of its international clients AUDIT BUSINESS CONSULTING INTERNATIONAL (ABCi) is seeking applications from qualified candidates interested in providing the services described below.

Issuance date : April 19th, 2005
Closing date : April 26th, 2005
Position : Procurement Officer
Place of Performance : Cotonou, Republic of Benin

I/ BASIC DUTIES AND RESPONSIBILITIES

The selected candidate will:

- be the local representative of an international firm in Benin
- be responsible for all purchasing activities and importation procedures with Benin's Customs Services
- have to deal with commercial issues with local clients and manage day-to-day client and supplier relationships
- report regularly to the parent company in London

II/ QUALIFICATION AND EXPERIENCE

- University degree
- Excellent working knowledge of English and French with proven exposure in an English speaking environment
- International working experience
- IT skills
- Be presentable and have the appropriate communication skills to deal with clients in Benin on a day-to-day basis
- ideally be experienced in procurement activities

Other necessary skills include: outstanding interpersonal communication, good negotiation skills, ability to prepare concise and effective written reports both in English and in French, capacity to react under pressure quickly and in an effective manner, independent and reliable.

III/ APPLICATION

Applications should be sent by the closing date by post or by email to the address above with:

- A letter of motivation
- CVs with copies of diplomas
- Any questions may be directed to ABCi by phone