



**Notice of Position Opening
Internal Only
Full Time**

Title: Procurement Analyst
Posting Number: S-51
Posting Date: July 22, 2025
Reporting to: Procurement & Logistics Manager
Grade Level: S2

Applications will be accepted up to August 5, 2025

Firestone Liberia is seeking for Procurement Analyst who will be responsible for ensuring the collection of purchasing data for reporting purposes and providing all necessary and relevant business analysis.

Responsibilities:

- Purchase requisition Number / reference; Name of the requisitioning department
- Name of the ordering person; Charge account number
- Complete description of Items requisitioned
- Required quantities and unit of measurements
- Item reference; If Inventory, Inventory Item Number
- Reasons for ordering; Expected delivery time
- If applicable, reference to the last purchase order number
- If applicable Single / Sole source
- Approval signature (dated) of the requisitioning department manager & Inventory Control/Inventory Management Department.
- Ensure an Analysis Report is attached for stock items (pencil is not acceptable).
- Ensure all appropriate signatures are on the Analysis Report (Department Managers)
- He/she must analyze relevance of the products on the PR based on historical consumption or orders and challenge the quantities if required. Need for identifying repeat orders (goods or products bought less than 3 months).
- Collect and input all necessary information and data needed for the procurement tracking sheet accurate follow up on Procurement Process and follow-up with Central Receiving and Logistics for delivery status.
- Prepare on a periodical basis the proactive communication to various departments for update on each procurement and logistics status.
- Get involved in the setup of departments strategic procurement plans and related monitoring the related actions.
- Setup SAP Purchase Orders in AS400
- Prepare monthly the procurement and logistics dashboard, the related reporting and make the adequate analysis on the various KPI trends.

**Minimum Qualifications**

Bachelor's degree in Business Administration/Finance, Certificate/Diploma in Procurement Management with 2 years' experience in procurement or related area.

Technical Know-How – Good Analytical Skills, Negotiating skills, Good knowledge of Procurement processes. Products/services purchased, Sourcing skills and good knowledge of supplier market. Proficiency in Microsoft Office software & Knowledge in Procurement Software. AS400 knowledge is required.

Additional Qualities Require – Honesty, Team Player, Ability to work under pressure, Reliable/trustworthy, Result-oriented, and Problem-solving skills, Respect of deadlines, Anticipation & Proactive Communication.

Preferred Qualifications

Bachelor's degree in business administration/Finance, Certificate/Diploma in Procurement Management with 4 years' experience in procurement or related area.

Working Conditions

Office Environment

Send resume (max. 3 pages) to: FSLBHR@bfusa.com

Human Resources Department,

Firestone Liberia, LLC.

Please reference this posting number on all documents: S-51

 07/21/25