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Job Description: Import and Procurement Specialist

(Neptune Coffee Trading)

Position: Import and Procurement Specialist

Department: Procurement

Reports to: Foreign Procurement Department Head

Location: Alexandria / Frequent Travel to Cairo and Amreya

Job Type: Full-time

Job Overview:

The import and procurement specialist at Neptune Coffee Trading will be responsible for managing the sourcing, procurement, and distribution of coffee beans and related products. This role is essential in maintaining a steady supply of high-quality coffee while managing and maintaining healthy and smooth vendor relationships, and ensuring the smooth operation of the purchase process, as well as making sure all imports meet regulatory requirements. The import and procurement specialist also needs to maintain a strong and organized record of their work, as well as follow correct procedures of written communication internally and externally. They will work closely with the operations, logistics, and sales teams to ensure product availability and efficient distribution. The import and procurement specialist will report to the foreign procurement department head.

Key Responsibilities:

- **Sourcing & Procurement:**

- Identify and establish relationships with coffee suppliers, both local and international.
- Negotiate pricing, terms, and delivery schedules with suppliers to ensure favorable contracts.
- Monitor the quality, consistency, and sustainability of coffee beans and related products.
- Ensure that all purchases meet the company's quality standards and customer expectations.



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- **Inventory Management:**

- Oversee the inventory levels of coffee and related products to prevent overstocking or shortages.
- Work with the logistics team to ensure timely and cost-effective shipments.
- Coordinate with the warehouse team to ensure proper stock rotation and storage conditions.

- **Importation & Compliance:**

- Manage the import process, ensuring compliance with all customs, import regulations, and certifications.
- Work with customs brokers and freight forwarders to ensure timely and efficient delivery.
- Stay updated on any changes in international trade policies and tariffs impacting coffee imports.

- **Vendor & Supplier Relations:**

- Develop and maintain strong relationships with coffee growers, suppliers, and other key stakeholders.
- Regularly evaluate supplier performance in terms of quality, cost, delivery, and reliability.
- Resolve any issues related to order discrepancies, product defects, or delivery delays.

- **Cost Management & Budgeting:**

- Develop and manage the purchasing budget to ensure cost efficiency without compromising product quality.
- Monitor market trends in coffee prices and raw materials to adjust procurement strategies as necessary.
- Identify and implement cost-saving initiatives in the purchasing process.



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- **Market Research & Product Development:**

- Stay informed about industry trends, new coffee varieties, and global supply chain dynamics.
- Collaborate with the marketing and sales teams to identify potential new products or blends that align with customer demand.

Required Qualifications:

- Bachelor's degree in Business, Supply Chain Management, or related field.
- Strong interest in international business and willingness to learn about the coffee supply chain, from sourcing to distribution and futures markets.
- Willingness to build and improve negotiation skills.
- Knowledge of international import regulations and customs procedures.
- Proficient in inventory management systems, ERP software, and Microsoft Office Suite (Excel, Word).
- Good communication, negotiation, and organizational skills.
- Strong analytical and problem-solving abilities.
- Ability to thrive in a fast-paced and dynamic work environment.

Preferred Qualifications:

- Experience in the coffee industry, specifically in coffee importation and distribution.
- Fluency in multiple languages, especially Spanish, Portuguese, or French.
- Certification or training in supply chain management (e.g., APICS, ISM).

Working Conditions:

- Full-time position based in Alexandria, Egypt
- Occasional travel may be required to visit suppliers, attend trade shows, or monitor supply chains.



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- Work may involve occasional evening or weekend hours to handle urgent matters or time-sensitive shipments.

How to Apply:

Interested candidates should submit their resume and cover letter to karim.ezzat@eltawilit.com and cc: a.eltawil@neptune-coffee.com. Please include a brief explanation of your experience in purchasing and supply chain management, or otherwise relevant education, particularly in relation to international business.