



CAREER OPPORTUNITY

JOB TITLE	Technical Buyer
DIVISION	Supply Chain
DEPARTMENT	Procurement
PURPOSE OF THIS POSITION	
<p>This role will be responsible for identifying and procuring the goods and services that the organization requires at the best possible value. This position will suit a person with a good grounding in procurement and who is able to work in a pressurized environment and has excellent attention to detail.</p>	
JOB TASKS AND RESPONSIBILITIES	
<p>Basic Functions</p> <ul style="list-style-type: none"> - Sourcing and procurement of maintenance, repair, operational and ad hoc requirements - Capture purchase requisitions and create purchase orders - Draft and provide analysis on detailed cost comparisons - Draft a scope of work when required with guidance from the relevant departments - Ensure market related pricing of all goods and services - Request order confirmations for all orders placed - Follow up with suppliers to ensure that orders are processed and delivered on time and in full - Arrange documentation for COD and CIA purchases and submit to accounts for payment - Be aware of low supplies in Stores to ensure purchase orders are placed in advance of stock outs - Work with internal stakeholders to determine and maintain inventory levels - Monitor potential stock out caused by delivery delays, strikes, material shortages etc. and take necessary actions to ensure availability of materials - Request outstanding invoices and submit for receipting - Perform troubleshoot on all invoice and price issues along with delivery related problems - Monitor all returns to suppliers and coordinate with the Finance, Stores and Warehousing departments <p>Suppliers</p>	





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- Maintain effective relationship with internal and external stakeholders
- Evaluate performance of all vendors and goods delivered and make recommendations to improve processes for the buying process
- Prepare and evaluate all bids, contracts and vendor agreements and ensure accuracy and transparency throughout the process
- Manage all communication and negotiate with suppliers on price and other purchasing variables
- Collaborate with vendors to determine areas to achieve a competitive advantage
- Ensure all new suppliers comply with the vendor on boarding procedure and conduct relevant CIPC check

Reporting, Data and Document Governance

- Update and maintain procurement master data
- Ensure all procurement related documents are filed systematically
- Submit and maintain KPI reports

Ad Hoc

- Schedule and arrange collection time slots with suppliers and communicate to the logistics department by completing the internal collection note
- Ensure samples are received from suppliers and documented through the trail period, follow up with internal stakeholders to ensure all relevant feedback is supplied to procurement
- Ensure compliance with company policy and procedure
- Provide additional support to the team as required

EDUCATIONAL REQUIREMENTS

- Engineering and/or Supply Chain Management and/or Commerce related degree
- Proven work experience in the procurement field
- Ideal:
 - Knowledge of office management systems (ERP) and procedures, experience with SAGE will be advantageous
 - Additional qualifications or short-term courses in the procurement field will be advantageous



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KNOWLEDGE, SKILLS & ABILITIES REQUIRED

- Strong computer skills: Excel, Word, Microsoft Projects, Power Point and Outlook
- Excellent communication skills: verbal and written
- Strong people skills
- Strong negotiation skills
- Confidence and persistent
- The ability to keep calm under pressure
- Methodical & meticulous
- High level of attention to detail
- Excellent time management skills and ability to multi-task and prioritize work
- Organised and proficient
- Analytical ability
- Goal orientated
- Team player
- Self-motivated