

JOB TITLE	Junior Buyer
COMPANY	Universal Paper and Plastics
DEPARTMENT	Planning and Procurement
PURPOSE OF THIS POSITION	
To provide support to the procurement team by carrying out administrative duties and purchasing of consumables and ad hoc goods and services required by the organization at the best possible value. This position will suit a person who has a good understanding of the Procurement function and is able to work in a pressurized environment and has excellent attention to detail.	
JOB TASKS & RESPONSIBILITIES	
Purchasing <ul style="list-style-type: none"> – Sourcing and procurement of miscellaneous, routine and recurring purchases eg. Stationery, PPE, Production Consumables, Logistics Consumables, Lab – Consumables, IT Consumables, Cleaning Consumables, Office Furniture and Appliances, SHEQ requirements etc. – Capture purchase requisitions and create purchase orders. – Provide analysis on detail cost comparison – Ensure market related pricing of all goods and services – Follow up with suppliers to ensure the order is being processed in a timely manner. – Request order confirmations for all orders placed – Arrange documentation for COD and CAI purchases and submit to Finance for payment. – Monitor the appropriate stock levels for all consumables. – Be aware of low supplies to ensure purchase orders are placed in advance of stock outs. – Conduct regular stock takes on all consumables – Issuing and tracking of general consumables – 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 vendors and coordinate with the finance, Sheq and warehousing departments 	Suppliers <ul style="list-style-type: none"> – 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 Data and Document Governance <ul style="list-style-type: none"> – Update and maintain master data. – Ensure all procurement related documents are filed systematically. – Ensure KPI targets are met and tracked and submitted in a timely manner – Track and notify buyers before contract expiry/ revaluation date to action accordingly. – Provide additional administrative support to the team as required. Adhoc <ul style="list-style-type: none"> – 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 their trail period, follow up with internal stakeholders to ensure all relevant feedback is – supplied to procurement surrounding the trial of the sample. – Ensure compliance with company policy and procedure. – Provide additional support to the team as required.
KNOWLEDGE AND SKILLS REQUIRED	
<ol style="list-style-type: none"> 1. Must have strong computer skills: Excel, Word and Outlook 2. Excellent communication skills: verbal and written 3. The ability to keep calm under pressure 4. High level of attention to detail 5. Excellent time management skills and ability to multi-task and prioritize work 6. Organised and proficient 	

7. Comprehensive record keeping and document control.
8. Ability to work under pressure and to maintain required standards.
9. Willingness to work overtime as and when required.

MINIMUM REQUIREMENTS	APPLICATION
<ol style="list-style-type: none"> 1. Minimum: Matric 2. Proven work experience in the Procurement function 3. Qualifications or short-term courses in Supply Chain or Commerce field 4. Ideal: Knowledge of and experience in office management systems (ERP) and procedures, experience with SAGE will be advantageous. 	<ul style="list-style-type: none"> - Submit your CV to Shamiek Narrandes via email at snarrandes@upap.co.za - Proof of qualifications must accompany the application.