

Internal/External Advertisement

COMPANY: Pelchem (SOC) Ltd
DEPARTMENT: Supply Chain Management
VACANCY: **Tactical Buyer**
STATUS: Permanent position
SALARY BAND: C2G
REF NO: **EC15470**



Be part of Pelchem, the sole fluorochemicals manufacturer and supplier in the Southern Hemisphere.

Dynamic changes in the industry combined with an increasing portfolio and the need to enhance the South African fluorochemicals sector has necessitated Pelchem to embark on expansion and growth trajectory.

Job Profile:

In line with the talent management initiatives to build management capability for Pelchem, the position requires a highly talented individual with Strategic Sourcing Specialist/ Procurement manager potential.

Key Performance Areas

Perform day to day Procurement of Goods and services in the most effective and efficient manner

- Ensure that goods and services are procured and delivered on time, in good quality and in a cost effective manner.
- Ensure that the risk of paying inflated prices beyond the market is avoided by:
 - Using a minimum of three quotation system in almost of the request for quotations (RFQ's); and
 - Where a minimum of three quotations is impossible obtain MD's approval prior to the placing of the order.
- Ensure that quotations are compared to the historical Purchase orders of the similar commodity and compare prices.
- Negotiate and track value adding trading terms in all the tactical procurement transactions i.e. savings and Long term payments terms; and
- Constructively engage with both Suppliers and end users to drive cost efficiency agenda, in line with the Pelchem business plan.

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Ensure that procurement is done in accordance with the business demand planning.

- Ensure that tactical buying is compliant to the internal processing;
- Ensure that the request is budgeted for i.e. Purchase Requisition is linked to a cost centre and approved accordingly;
- Ensure that Request for Quotations is issued to qualifying Service providers; and
- Prioritize and agree on time lines with end-users on the good and services that are to be procured.

Follow up on Open Purchase Requisition

- Follow a procure to pay system, as part of a control process (P2P), by recording all tactical Purchase requisitions received and track their status.
- Tracking all tactical Purchase orders and record deliveries and payments processed ; and
- Report any delays and non-compliances to the Procurement manager i.e. Purchase requisition that are intended to by-pass existing contracts.

Attend to Supplier enquiries

- Suppliers who are not responding when asked to quote (No response on RFQ's).
- Invoices not matching the Purchase Orders.
- Supplier late/ non-deliveries on tactical Goods and services procured.

Perform general administration in the SCM department

- Proper record keeping in a timely manner to ensure that complete relevant and accurate information is accessible and available to support SCM and performance reporting.
- Ensure registration of all Purchasing documents.
- Play an oversight role on the SCM performance reporting.

Compliance with SHEQ requirements

- Adhere to safety regulations and requirements when performing purchases.
- Ensure that the specifications on the Purchase requisition or accompanying the requisition specify minimum quality and/ environmental standards that are to be met by Goods/and services required

Competencies and Skills

Job specific competencies and knowledge

- Value for Money.
- Open and Effective Competition.
- Ethics and Fair Dealing.
- Accountability and Reporting.
- Equity.
- Knowledge of risks related to SCM and a Business as a whole.

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- Advanced level of Computer Literacy in MS Office.
- Ability to write business reports.
- Ability to effectively communicate with internal and external stakeholders at all levels.
- Good negotiation skills.
- Analytical skills and attention to details.
- Organizing and planning skills.
- Knowledge of rules and laws that govern procurement.

Personal attributes

- Trust and Integrity.
- Ethical behavior.
- Proactive behavior.
- Decisive and accountable.
- Team player.
- Must be able to work under pressure.

Qualifications and Experience:

- BCom Degree /Business Diploma with Purchasing Management Supply chain management as a major course or equivalent.
- Minimum of 3-5 years' progressive experience in Purchasing/ Procurement function preferable in Production / manufacturing environment.

CONTACT PERSON

Ms. Khanyisa Maluleke

Tel: 012 305 4708

Building: Beva E3/E4

Room: 325K (Third floor)

Please forward your updated CV with certified copies of your educational qualifications to Khanyisa.maluleke@pelchem.co.za

CVs from recruitment agencies will not be considered.

GENERAL:

The appointment of a candidate is subject to the outcome of medical and security checks. The suitable candidate will be selected with the intention of promoting diversity and achieving EE targets as contemplated in the relevant Pelchem Employment Equity Plan.

Pelchem is a member of the Necsa Group.

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Should you not hear from us within 30 days of the closing date, please consider your application unsuccessful.