

VACANCY: BUYER

Atlantic Glass & Aluminium Pty (Ltd) requires a **Buyer** with procurement and Construction management industry experience to take responsibility for the procurement of Raw Materials and equipment in the Glass and Aluminium industry.

Key Accountabilities

- Ensure that all materials are sourced and procured according to specification, in accordance with the procurement policy and/or as detailed in the sourcing strategy
- Contribute to B-BBEE strategy implementation
- Ongoing maintenance of supplier database and gathering B-BBEE data from suppliers to ensure B-BBEE compliance
- Adherence to the Protection of Personal Information (POPI) Act and the company's POPI and Document Retention Policy
- Participate in procurement and order planning including projects
- Ensure that certificates of conformance are supplied where required
- Assist with achieving company's savings objectives
- Maintain Supplier master data
- Liaise with suppliers with regards to outstanding orders that appear on the Expediting Report.
- Escalate and report on supplier non-performance
- Communicate with internal and external customers to resolve deviations eg: late deliveries, material returns and invoice variances
- Advise internal customers on revised lead times and specification changes.
- Proactively expedite delivery due
- Promote supplier management relationships
- Prepare and issue purchase orders including special terms and conditions
- Revision, claims and/or backcharges in accordance with appropriate terms and conditions
- Ensure proper process of Progress Payment validation process in support to accounting for payment approval
- Evaluation, selection, monitoring of performance, and re-evaluation of external suppliers, based on their ability to provide processes or products and services in accordance with requirements
- Ensure that all purchase orders are closed out in accordance with project specific procedures/requirements
- Perform award and administration of purchase orders in accordance with applicable legislation relating to corporation, taxation, custom duties and importation laws

Minimum Qualification

- Diploma in Supply Chain Management or any relevant qualification.
- A minimum of 3 - 5 years' experience in procurement or materials management environment

Experience required

- Manufacturing industry experience
- Construction industry experience
- Experience working on BMI 360

Skills and abilities

- Negotiation
- Excellent written and verbal communication skills
- Planning and coordinating
- Problem-solving
- Relationship building
- Ability to work under pressure and meet deadlines
- Ability to interpret drawings and technical data
- Professional Ethics
- Personal credibility – displaying high ethical standards and competence in Procurement functions
- Technical skills
- Principles of purchasing materials, supplies and equipment
- Knowledge of import procurement processes including in depth knowledge of Incoterms
- Knowledge of MRP systems and Syspro
- Microsoft Office – Word and Excel – intermediate to advanced

Note to applicants

Interested applicants should email a comprehensive CV, with certified copies of qualifications and ID document to **Busisiwe@atlanticglass.co.za**. No late applications will be considered. Pre- employment checks will be conducted on the short-listed candidates.

CLOSING DATE: 25 FEBRUARY 2022