

JOB DESCRIPTION – Junior Buyer

| | |
|-------------------------|--|
| Reference number | HOJB – FIN20091124 |
| Department | Finance |
| Region | Johannesburg |
| Physical address | Woodlands Drive Office Park, 5 Woodlands Drive, Woodmead, 2191 |
| Recruiter | Tamasha Naidu |
| Closing date | 2009/12/01 |

MINIMUM REQUIREMENTS

- Matric
- Diploma in Purchasing will be an advantage
- Valid Drivers Licence and own reliable transport
- Computer literacy essential

ADDITIONAL REQUIREMENTS

- Ability to work under pressure, prioritize and multitask
- Be able to work unsupervised and meet set deadlines
- Ability to take direction and to issue reasonable instructions
- Good negotiation skills
- Meticulous
- Self-motivated and ambitious
- Professional
- Well groomed

JOB DESCRIPTION

- Ensure the most cost effective methods of acquiring goods necessary for the smooth functioning of Huge Telecom's business.
- Providing necessary back order reports on stock purchased weekly or whenever the need arises
- Maintain the Asset register for the company on a day-to-day basis
- Review purchase requisitions for accuracy and completeness
- Capturing of all Purchase Orders into electronic system
- Seek new suppliers based on best price, quality, availability, reliability, and technical support
- Review the preferred suppliers on a regular basis and seek better products/suppliers
- Following up on orders placed with suppliers
- Keeps track of all suppliers BEE ratings and scorecards
- Tracks market conditions and price trends
- Maintain the suppliers list
- Responsible for the receiving of all goods
- Ensure all items received on time are in the good condition
- Control, issue and purchase all Office consumables and groceries
- Assist the Procurement Manager where necessary
- Assist in the Finance dept on day-to-day admin functions when and where necessary