

INTERNAL VACANCY

ROLE PROFILE

Role title	Senior Buyer – Local
Location	Itec SA (Paulshof Johannesburg)
Salary	Market Related

ROLE SUMMARY

Perform administrative functions relating to inbound logistics on local orders. Conduct stock Ordering, stock receipts and ETA updates. Assist in managing stock levels, suppliers and dealers.

KEY WORK OUTPUT AND ACCOUNTABILITIES

Processing of orders:

- Monthly Order: Order must be processed accurately and on time to ensure that the correct stock is ordered as per monthly re-order sheet.
- Liaise with Product Managers to order local stock monthly and on an adhoc basis if required
- Daily Order: Dealer back order list and order requisition sheet to be checked regularly and stock needed must be ordered.
- Spares Orders: Pulled off ERP system on weekly basis and order on Supplier.
- Process all purchase orders on local suppliers.
- Supply Order Requirement Report to invoicing team to track any missed items to be ordered.
- Advise Product Managers of slow moving stock.
- Help with fire sales on excess stock.

Tracking of Orders:

- Update all ETA's on system.
- Follow up on urgent orders, ensuring that they ship on promised date.
- Keep track of Back Orders at suppliers and manage lead times on them – Vendor Back Order Detail Report

Receiving of orders:

- Receipt stock on ERP system:
 - ✓ Ensure receipts are accurate according to invoices.
 - ✓ Ensure pricing on supplier invoices match pricing on supplier price lists.
 - ✓ Ensure that correct currency is used.
- Advise local suppliers of Damaged Stock and assist in any Insurance or Warranty Claims.
- Arrange collections and Deliveries to and from Bond Longmeadow.

General / Administration / Reporting

- Compiling of Shipping packs and Shipping Register (Local)
- Manage Suppliers:
 - ✓ Actively manage stock levels through expediting and delay of orders as needed.
 - ✓ Ensure suppliers adhere to agreed lead times
 - ✓ Manage exceptions through to an outcome.
 - ✓ Resolve queries from Suppliers
 - ✓ Manage RMA Stock - Returns and Repairs processes.
- Manage Dealer queries
- Ensure that Logistics and Operational activities correspond with accounting requirements:

- ✓ Ensure that all purchase Orders are signed off and forwarded to accounting dept.
- ✓ Assist with supplier recons where needed
- General Administration and Filing of Documents
- Back up for Senior Buyer - Foreign

SKILLS PROFILE

EDUCATION

- Grade 12 certificate
- Relevant diploma/degree (advantageous)

WORK EXPERIENCE

- Minimum 3 years Inventory Control and Inbound Logistics experience.
- Supplier Management and Customer Service Experience
- Financial Background

KNOWLEDGE

- MS Office (Word, Excel, Outlook, Power point)
- Dynamics Experience advantageous
- Skills required: Conceptual, Analytical, Numerical skills, Communication skills, time management, ability to work under pressure, strong team player, attention to detail, sense of urgency, deadline driven, shows initiative and flexibility Ability to interpret information and draw meaningful conclusions; problem solving skills