



VACANCY NOTICE

Buyer-General Spend

Feltex Head Office

Department:	Central Procurement
--------------------	---------------------

Job Purpose:	To enhance the ability of procurement in seeking 100% customer service in the procurement of goods and services in the most effective and efficient manner.
---------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------

Reporting to:	Procurement Manager - Divisional
----------------------	----------------------------------

Requirements for Applicants	
Educational:	<ul style="list-style-type: none"> • Matric Certificate • National Diploma: Purchasing Management
Experiential:	<ul style="list-style-type: none"> • Minimum 2 years previous procurement experience within a manufacturing environment

Key Performance Areas	Associated Tasks
Vendor Management	<ul style="list-style-type: none"> • Ensure the appointment of vendors is made in the correct and ethical manner • Research and select reliable vendor base in line with the company's requirements. • Ensure Vendor legal and SHE compliance • Update and maintain vendor master data on ERP system
Tender adjudication and contract preparation and catalogue management	<ul style="list-style-type: none"> • Ensure that all tenders are adjudicated according to company process • Evaluate tenders, co-ordinate input from all role players and reach consensus from the PMC • Present tender evaluation reports to PMC with recommendations and supporting information • Awarding tenders to successful tenders • Complete and upload catalogue whilst management of catalogue accuracy and timelines are adhered to.
Control milestones:	<ul style="list-style-type: none"> • Achieve targets and work within deadliness in line with procurement strategy • Contract management: manage contract modifications • Chair supplier/end user meetings to enhance and maintain strategic supplier relationships

Beneficial Options:	<ul style="list-style-type: none"> • Identify negotiation opportunities (cost benefits and terms & conditions) • Research and benchmark option • Cost savings /avoidance
BBBEE	<ul style="list-style-type: none"> • Procurement drive to increase BBBEE spend- assist in co-ordinating BBBEE group compliance • Identify potential ED Vendors • Assess BEE levels with existing vendors • Create awareness internally for end-users to use BEE vendors-Upload BBBEE certificates
Reporting:	<ul style="list-style-type: none"> • Open Orders • Open requisitions • Contracts register • Increase register • Savings register and BBBEE scorecard
Customer:	<p>Customer Relations:</p> <ul style="list-style-type: none"> • Maintain and improve relationships with customers (internal & external) <p>Supplier Relations:</p> <ul style="list-style-type: none"> • Maintain and improve relationships with suppliers (internal & external) <p>Purchasing:</p> <ul style="list-style-type: none"> • Process stock and non-stock orders • Expedite outstanding orders-feedback to relevant stakeholders. • Perform within identified service level requirements, aligned to critical business needs

Grade:	FH01
Reference Number:	HO013

Applications	
Interested parties to send their CV's with a copy of their school leaving certificate and proof of qualifications to: Noelene Williams: jobsindbn@feltex.co.za	
Closing Date:	14 February 2017
<i>Should you not hear from us within 21 days after the closing date, please consider your application to be unsuccessful.</i>	

IN MAKING THE FINAL SELECTION, CONSIDERATION WILL BE GIVEN TO ACHIEVING THE FELTEX EMPLOYMENT EQUITY OBJECTIVES