



INTERNSHIP PROGRAMME NOTICE

Buyers Assistant-Internship

Feltex Foam Durban

DEPARTMENT:	Finance
INTERNSHIP PROGRAMME:	<p>To learn in a practical work environment by means of following a plan that is aimed at the development of the skills required.</p> <p>The Intern will gain exposure to different areas in the Finance department at Feltex Foam. This will consist of administration and process as to how these are implemented and followed.</p>
WHAT WE HAVE TO OFFER:	<ul style="list-style-type: none">• One (1) year Internship as a Graduate• On-The-Job Experience
COMPETENCIES SOUGHT	
KNOWLEDGE (Educational Qualifications and Experience)	<ul style="list-style-type: none">• National Senior Certificate• Supply Chain Management/ Purchasing Degree
SKILLS & BEHAVIOURAL Attributes (Practical & Technical)	<ul style="list-style-type: none">• Manage the supply chain to maximise BBBEE procurement and enterprise development.• Manage consignment and the stock levels according to company policy (Max, Min, Safety stock, etc.)• Liaison between the department, supplier and creditors.• Create and convert approved requisitions into purchase orders• Create requisitions / No vendor requests for the consumables requirements• Create files for every supplier and ensure that all proper supporting documents are inside• Assist the buyer on the raw-material purchasing• Review the outstanding order and expedite• Importing raw-material and expedite to ensure on time delivery• Assist in review chemical price and place orders monthly.• Assist in updating and uploading the monthly management pack

WHO SHOULD APPLY:	Individuals who have obtained a Supply Chain or Purchasing Qualification. Unemployed individuals
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Applications	
Interested parties to send their CV's, qualifications and a copy of their school leaving certificate to:	
Noelene Williams: Jobsindbn@feltex.co.za	
Closing Date:	23 March 2018