

# PLATINUM

Training Development and HR Specialists (PTY) LTD

## PROCUREMENT ASSISTANT

### **POSITION OVERVIEW:**

We are looking for a detail-orientated Purchasing Assistant to join our team.

### **JOB DESCRIPTION:**

- Responsible for purchasing of non-stock items
- Liaise with suppliers/service providers to obtain quotes, negotiate pricing, and ensure competitive rates
- Effectively manage supplier performance to meet cost and quality objectives
- Research and evaluate prospective suppliers and make recommendations
- Complete any procurement related report as requested by management
- Follow up with suppliers on back orders, past due orders and expected delivery dates.
- Track orders and ensure timely delivery
- Monitor stock levels and identify purchasing needs
- Review purchase requisitions and convert them to purchase orders.
- Work with suppliers to improve lead time along with cost, quality, and delivery
- Engage with divisions to identify their purchasing needs.
- Ensure all suppliers B-BBEE information is updated regularly.

**MINIMUM QUALIFICATIONS TO PERFORM ROLE:**

- Grade 12
- Computer literate
- National diploma/certificate in Purchasing or related field
- 1 -2 years' purchasing experience

**COMPETENCIES:**

- Competent in Microsoft office package
- Independent self-starter with ability to pay attention to detail
- Strong verbal and written communication skills
- Problem solving
- Organising and planning