

INTERNAL ADVERTISEMENT

A vacancy exists for a Procurement Officer in Johannesburg.

The purpose of the position is to be responsible for evaluating suppliers, products, and services, negotiating contracts, and ensuring that approved purchases are cost-efficient and of high quality.

The responsibilities of the position include:

Optimise total cost of ownership for various categories

- Establishes Total Cost of Ownership (TCO) practices and reinforces through regular benchmarking, periodic RFP's, and supplier performance metrics reporting
- Develop and implement appropriate sourcing strategies for various categories to support business objectives
- Analyse category spend in order to look for opportunities and support the category
- Assist with negotiating best price at the best quality
- Develops and maintains key industry market data to be used for strategic sourcing activities
- Develop and implement cost saving initiatives in allocated category

Supplier and stakeholder Management

- Manage relationship with current portfolio of suppliers
- Identify and evaluate existing and potential suppliers
- Assist with all vendor management activities i.e. supplier onboarding and credit application
- Assists with contract administration and activities related to the procurement of goods and services
- Negotiate and build supplier relationships, providing alternative solutions when needed

Implement the Tendering process for various categories

- Develop and implement tendering strategy for agreed categories
- Prepare tendering documents and coordinate the tendering process

BBBEE management

- Assist with ensuring that Paycorp Group obtains/maintains BBBEE score
- Develop and implement the BBBEE strategy for assigned categories including managing enterprise and supplier development initiatives
- Coordinate the collation and administration of BBBEE documents

Assist with the implementation of the procurement policy and procedure

- Ensure that business understand and utilize the procurement policy and procedures
- Ensuring that quotes are accurately and timeously processed on internal system, ensuring that PO's are accurately receipted and invoices are accurately processed

In order to be considered for the position, the following requirements must be met:

- Matric
- Completed relevant B.Comm qualification
- CIPS qualification would be an advantage
- Must have a minimum of three (3) years' experience in a procurement officer position, with experience in supplier sourcing and benchmarking, tenders, proposals, setting procurement strategies, driving cost savings, improving T&C's and purchase orders etc.
- Microsoft office suite (Excel, PowerPoint, word), experience with computerized purchasing system
- Advanced Excel will be an advantage

Behavioral Competencies:

- Planning & Organising
- Communication & Impact
- Customer Focus
- Problem-solving
- Initiating Action
- Contributing to Team Success
- Work Standards
- Passion & Attitude
- Continuous Learning
- Industry and Business Knowledge
- Driving for Results
- Adaptability
- Coping with stress / change