

# BALWIN PROPERTIES IS RECRUITING



## QUALIFICATIONS & EXPERIENCE REQUIRED

- Matric and relevant diploma
- 2-3 years relevant working experience
- Experience Type : Construction beneficial

Position Type:	Permanent
Job Role:	Buyer
Location:	Western Cape
Benefits:	Provident Fund / Medical Cover
Joining Date:	As soon as possible

## KEY REQUIREMENTS

- Management of suppliers
- Cost negotiations
- Pricing research and analysis
- Supplier relationships
- Procurement policies
- Experience working with Buldsmart

## DUTIES AND RESPONSIBILITIES

- Ensures that pricing is within the allowable cost budget and that the best price is obtained from various suppliers.
- Ensures the prioritisation of work flow.
- Effectively manages the supplier database and identifies improvement opportunities.
- Effectively negotiates improved pricing with suppliers.
- Accurately and timeously creates purchase orders, reviews RFQ's and sends request for quotes to the selected suppliers.
- Is able to effectively receive and evaluate all quotations and selects the best supplier based on the prescribed criteria .
- Accurately and timeously approves orders with suppliers and monitors their deliverables.
- Manages and oversees all import processes.
- Effectively monitors, analyses and controls the import costs.
- Ensures that suppliers are compliant with the necessary BEE code requirements.
- Ensures that pricing is within budget and that priorities of workflow are according to the sites requirements.
- Manages the supplier database and is able to identify opportunities to negotiate improved prices .
- Effectively measures and monitors satisfaction of supplies by sites and office and makes recommendations for improvement.
- Ensures that relationships with the suppliers are maintained and attempts to build and/or network to establish new supplier relationships .
- Effectively and efficiently deals with any queries that may arise from suppliers.
- Is familiar with SHEQ requirements and ensures that they are compliant with any SHEQ standards.
- Is able to build good working relationships with teams and colleagues.
- Understands business and the requirements of site in terms of the standard and quality of equipment and supplies needed.
- Educates the suppliers on company BEE requirements and provides assistance where possible to maintain suppliers on database.

## SKILLS AND TRAITS

- Must be deadline driven
- Good administration skills
- Technical and analytical
- Must be able to work independently
- Must be driven, enthusiastic and a team player
- Outstanding communication skills (written and verbal)
- Well presented
- Work well under pressure
- Attention to detail

Should you wish to apply please send a motivational letter, CV, ID and Academic Records to [careers@balwin.co.za](mailto:careers@balwin.co.za)

