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HIRING  
VACANCY**

Vacancy: BMG, 2601 - Seals ops South Africa

Buyer - Procurement officer: Seals & Gaskets M4262

Closing Date: 13/05/2024



**PURPOSE:**

Assist Branches by sourcing and procuring stock for specified brands from National and International Suppliers, ensuring that Branch stock requirements are met, and customers have access to products offered by the company.

**Roles & Responsibilities:**

**Cover management:**

- Confirm stock status in terms of what is in stock and what is expected, in liaison with Shipping department and other relevant stakeholders, within specified time frames monthly.
- Review monthly reports received on stock levels for division, investigate reasons for changes to status.
- Initiate overseas enquiries over and above current orders to ensure compliance with standard stock cover requirements, if necessary.
- Respond appropriately to stock alerts received daily in reported feedback.

**Establish stock re-order requirements:**

- Cover price lists, checking quantities against demand, pending and current stock status before placing orders correctly on the system; monthly.
- Submit order confirmation requests for the branch to verify, achieving the stipulated turnaround times for processing.
- Collate re-order requirements, ensuring that pricing, quantities and product codes are correct, stipulating lead times.
- Adhere to the approval process, by submitting to the relevant stakeholders to obtain authorisation for re-ordering.

**Facilitate the purchase process:**

- Place orders with standard Suppliers, based on manager's approval.
- Identify price increases, minimum order quantities and any other pertinent issues relating the order based on documentation received from the Supplier.
- Source alternative Suppliers, when required, liaising with the Quality Inspector and relevant managers, facilitating the process required to obtain approved use of new Suppliers.
- Review pricing on order confirmation received from the Supplier, initiating an alternative Supplier when pricing is too high.
- Initiate shipping of purchase, confirming the accuracy of quantities and prices reflected against original documentation.
- Confirm that delivery dates are in line with what was originally communicated, addressing problems identified appropriately.
- Follow up to make sure that deliveries are met, as scheduled, on all orders placed.

**Manage Supplier relationships:**

- Build collaborative business relationships with Suppliers of designated products through regular interaction, dealing with various quality and order issues appropriately.
- Always maintain an up-to-date Supplier database, providing information on the status of Suppliers to Procurement Manager, as required.
- Agree pricing and payment terms with Suppliers, in collaboration with Procurement Manager, achieving the company's best interests in deals negotiated.
- Monitor compliance with Service Level Agreements, following up on issues identified.
- Facilitate Supplier payments in collaboration with the Shipping section, achieving timely, accurate payments according to agreed terms.
- Assist Suppliers by following up with Forex, and other internal sections, to ensure that they are paid according to terms agreed.

**Minimum Requirements:**

- Procurement and Supply Chain diploma
- 2-3 years' experience in a Supply Chain/ Procurement environment

All internal applicants are required to complete an IVAF form signed off by line manager prior to submitting application.

Email CV's to [vacancyapplications@bmgworld.net](mailto:vacancyapplications@bmgworld.net) – “Buyer - Procurement officer: Seals & Gaskets M4262” must be quoted in subject of the e-mail.

Closing date for applications – 13 May 2024.

If you have not received notification regarding your application within 2 weeks after closing date, please accept that your application was unsuccessful.



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