

WE ARE HIRING

Buyer



Job Post for the position of a BUYER

Fabrinnox, a well-established sheet metal manufacturing company in Paarl, is seeking a highly motivated and energetic Buyer to join our Supply Chain Department.

The Buyer will ensure that all protocols are followed, supply chain targets are met, and quality standards are upheld. This role requires excellent communication abilities, attention to detail and a comprehensive understanding of sheet metal manufacturing and fabrication environment.

CLOSING DATE FOR APPLICATIONS: 9 October 2024

Tasks & Responsibilities include (not limited to):

- Responsibility towards supplier engagement and administration.
- Buying and accompanied administration.
- Travelling and accommodation.
- Stock and stock take
- Other
 - Adhere to Quality Management System documentation.
 - Participate in audits.
 - Continuous improvement on cost saving initiatives.

Qualifications & Experience required:

- Matric certificate.
- A relevant tertiary qualification would be an advantage.
- Minimum of 2 years' experience in a similar industry and buying.
- Computer and MS office proficient
- Knowledge of Syspro or equivalent ERP system.
- Ability to understand and determine critical-to-quality items and standards.
- Knowledge of ISO 9001 Quality Management Systems.
- Valid Code 8 driver's license.

Knowledge & Skills required:

- Excellent interpersonal relations and telephone etiquette.
- Sense of urgency.
- Self-disciplined with ability to work independent from supervision
- Professional conduct always.
- Function well under pressure.
- Problem solving skills.
- Analytical skills.
- Negotiation skills.
- Strong administration
- Methodical and ensure operating procedure are enforced on all levels for procurement purposes
- Well organized and focused on service delivery

All applications with supporting documents must be sent to Lduplessis@fabrinnox.com

NB: Applications that do not meet the minimum criteria will not be considered.

Should you not receive feedback within 5 days of the closing date your application was not successful.