



Vacancy

Dynamic Fluid Control, a local manufacturer of valves, has a unique and diversified portfolio of products catering for the mineral processing, power generation, water and affluent markets. We have a strong strategic approach towards active participation in global markets.

The following position has become available at DFC:

POSITION: Buyer #DFC020524 - 1
LOCATION: Benoni
REPORTING TO: Procurement Manager

JOB SUMMARY STATEMENT: Purchase goods, materials, and services to ensure that the company operational needs are met, considering price, quality and delivery and to ensure continuity of supply as per business standard operating procedure.

KEY PERFORMANCE AREAS (DUTIES & RESPONSIBILITIES):

- Ensure that all relevant procedures and processes are followed and adhered to in line with the Company's procedures and requirements
- In conjunction with the senior buyer, implement planning and management systems and working practices in line with best practice and continuous improvement
- Completing the product for the customer on time, every time using appropriate methods
- Identify errors and eliminate root cause using robust countermeasures
- Sustain the corrective actions to eliminate repeat issues
- Deliver efficiencies to support year on year operational requirements
- Monitor and review operational methods to facilitate both quality and quantity improvements within the operation whilst ensuring continuous customer service
- Purchase goods, materials, components or services in line with specified cost, quality and delivery targets
- Support the purchasing function and other relevant departments and communicate any supply problems which may impact on business operations
- Act as an interface between suppliers and other relevant departments on purchasing processes and new projects and activities
- Monitor and advise on any issues which present risk or opportunity to the organization
- Provide analysis on costs, new and existing, and review cost reduction activities
- Prepare reports and updates as and when required
- Work closely with others in the procurement function and review opportunities for continuous improvement and business improvements
- Negotiate pricing related to the Supplier contracts, utilizing negotiation and procurement best practice tools and methods
- Accurately prepare and raise purchase orders and order schedules on operating system.
- Lead follow up and resolve Customer concerns
- Maintain the management of supplier returns
- Responsible for driving Standard Operating Procedure and ensuring quality processes are implemented to ensure a "Right First Time" product to the customer aligned with their expectation
- Ensure that internal delivery processes are adhered to support dispatch time windows

ACADEMIC QUALIFICATIONS:

- Grade 12
- BTech or National Diploma in logistics/ supply chain or equivalent qualification
- Business Proficiency in English (read, write and speak).



EXPERIENCE:

- 4+ years' experience working in a purchasing team preferably within a manufacturing industry.
- Knowledge of Procurement Processes

KNOWLEDGE, SKILLS & ABILITIES:

- ERP Systems, preferably SAGE X3
- Proficiency in MS Excel, MS Word is essential for this position

BEHAVIOURAL COMPETENCIES:

- Adhering to principles and values
- Positive engaged attitude
- Adaptability/Flexibility and Dependability
- Attention to Detail
- Integrity, Cooperation and Innovation

CLOSING DATE: 09 May 2024

Please note we have a DFC recruitment mailbox.

Kindly send your detailed CV to the following email address:

recruitment@dfc.co.za

In line with our commitment to transformation, suitable qualified candidates from previously disadvantaged groups will be given preference.

While the company's recruitment policy stipulates that all positions will be advertised, provision is also made for appointments to be made in accordance with the company's succession planning strategy and practice when filling vacancies