

## Buyer – Pharmaceutical – Durban

### Description WE ARE HIRING

#### BUYER: (PHARMACEUTICAL) – DURBAN

#### About the role

The role of the Buyer is to perform procurement and sourcing duties on behalf of the end user and fulfil the requirements with regards to specifications, quality, delivery, timing and price. Each buyer is responsible for a specific category. A buyer may be rotated between categories from time to time and may oversee more than one category at any point in time.

#### Minimum Requirements

- Bachelor in Business Administration OR
- Bachelor in Commerce OR
- CIPS Advanced Diploma in Procurement and Supply
- Valid driver's license
- No criminal record
- 3-5 years of experience as a Buyer
- Prior work experience in either a Manufacturing or Pharmaceutical organisation would be advantageous.

#### Specific Operational Requirements

- The successful candidate will be required to work an 8-hour shift.
- May be required to work overtime/travel to meet the business needs.
- Must be prepared to work shifts/weekends/public holidays when needed.

#### Key Performance Areas

##### Procurement of Goods and services

##### Sourcing and Vendor management

##### Project and Tenders

#### Hiring organization

MJM Recruitment

#### Employment Type

Full-time

#### Beginning of employment

3 July 2023

#### Duration of employment

Full Time

#### Industry

Pharmaceutical

#### Job Location

Durban

#### Date posted

June 28, 2023

#### Valid through

03.07.2023

## **Reporting**

- Prepare reports as required by the Procurement Manager such as Purchase Orders, Purchase Requisitions, N5 notification, V1 notification, update alternative vendor spreadsheet & cost-savings spreadsheet
- Attend daily, weekly and monthly procurement meetings

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