

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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