

Petra Diamonds Limited is one of the world's leading suppliers of rough diamonds and one of the largest independent diamond groups by resource. It's a polished diamond we're after for this role - an individual that clearly outshines his/her peers:



PetraDiamonds

| PETRA DIAMONDS SA (PTY) LTD



Buyer: Consumables – Internal and External

Petra Diamonds is a leading independent diamond mining group and an increasingly important supplier of rough diamonds to the international market.

The position will be based in Cullinan (Gauteng)

Reference Nr: PDSA288

Job Grade: C2

Role Purpose: Reporting to and supporting the Manager: Procurement, the role is responsible for selecting and purchasing quality products (consumables), submitting quotations and processing purchase orders on behalf of the Operations.

Responsibilities:

- Purchase materials according to required specifications, price, delivery schedule and terms, negotiating with main suppliers and periodically renewing price lists, terms and conditions. Initiating purchase orders according to the purchase requisitions and in alignment with standard procedures.
- Respond timeously according to importance, organisational priorities for all technical parts and spares requests made within the Group.
- Feedback given to internal client regarding the status of the request after sorting, organising according to priority.
- Facilitate and prepare for tender board meetings as required.
- Follow up on Quotations requested and ensure that the quotes requested are sent and delivered the same day.
- Execute trade terms and discount structures with suppliers. Participate in cost saving initiatives.
- Ensure suppliers' conformance within the Group Supply Chain policy and procedures (annual compliance and due diligence performed. Compliance of requirements of vendor on-boarding and conformance to change in business requirements).
- Overseeing supplier performance (on-time delivery, quality, lead time) and resolving performance issues.
- Recommend new or alternative sources of supply by continually monitoring the supply market for new products or innovations according to standardisation and product testing procedures. Identifying and qualifying new suppliers together with supplier quality and engineering specialists.
- Manage the supplier relationship with regards to effective and frequent communication.
- Manage the pre/post expediting process to ensure delivery on or before promised dates.
- Ensuring timeous payment is made to supplier through correspondence with the Finance department.
- Follow up on all Query invoices with suppliers. Resolve all queries on the statement with Finance.
- Adhere to the Group Supply Chain policy and procedures. Compliance with the delegation of authority, segregation of duties, and governance. Adherence to Group Supply Chain Policies.
- Ensure that all Supply Chain reporting is aligned with standards, guidelines.
- Ongoing communication with Operations on demand planning and forecasting in line with production and maintenance plans.
- Establish and maintain good working relationships and an effective / sound communication system with the Supply Chain Function.
- Takes cognisance of and adhere to Company policies, procedures and relevant legislation. Manage and report on non compliance issues.
- Model behaviour that is consistent with the Company Safety, Health and Environment Vision and Values. Manage and report on non compliance issues.
- Effective Team Player and Effective Self-Management Management.

Minimum Requirements:

- 1-year Certificate / Diploma in Supply Chain or equivalent.
- CIPS/APICS certification – **please attach certificate**.
- A minimum of 2 years' experience in the supply chain field.
- Computer literate in MS Office Suite.
- Valid driver's license.

Advantage:

- AccPac operating system experience.

Technical Competencies:

- Know, understand and apply supplier relationship management principles and practices.
- Know, understand, and adhere to applicable policies and procedures.
- Assist with registering new vendors on the system as per the operational needs.
- Know and understand service level agreements.
- Obtain and evaluate quotations and/or tenders from potential new suppliers.
- Demonstrate knowledge and skill of quality control principles and practices.

Behavioural Competencies:

- Planning and Organising; Decision Making; Earning Trust; Communication; Continuous Improvement; Safety Focus; Customer Orientation; Valuing Differences; Initiating Action; Managing Relationships

Petra Diamonds is an equal opportunity employer. Preference will be given to suitable candidates from the designated groups in line with the Company's Employment Equity Policy and Plan and internal candidates. Pre-screening, profile testing, on mine assessments, medical and security clearance form part of the recruitment and selection process. Short listed candidates will be required to attend a panel interview. Employment of the successful candidate is subject to the aforementioned criteria. Preference will be given to candidates who live within the host labour sending area.

If you are already employed by Petra Diamonds, please submit an authorised Internal Application Form, your résumé, qualifications and ID when applying.

Please complete an application form (available on <http://www.petradiamonds.com/careers/current-vacancies>) and forward, together with your résumé, SAPS certified qualifications and ID, to e2-recruitment@petradiamonds.com by 07 October 2022. Please note, applications must be sent to the correct e-mail as indicated. Incomplete application forms and documentation will not be considered.

Correspondence will be limited to short-listed candidates only. Petra Diamonds reserves the right not to fill this position.

If you have not heard from us within 30 days of the closing date, please regard your application as unsuccessful.

Please note that Petra Diamonds does not at any time require any form of payment for recruitment purposes. If you are approached in this regard, you should report the incident immediately to your local SAPS or via one of the following hotlines:

Toll Free: 0800 007 247; Phone Call: +27 31 571 5573; Fax: +27 31 560 7395; Email: totheline@tip-offs.com; Post: KZ 138, Umhlanga Rocks, 4320; Website: www.tip-offs.com

<http://www.petradiamonds.com/careers/current-vacancies>