Finsch Diamond Mine is located in the town of Lime Acres which is situated 160km north west of Kimberley and 109km south of Kuruman in the Northern Cape.

Job Grade: C1
Reference Nr: FIN185

Job Description: To provide a purchasing function to ensure implementation and adherence to policies and procedures according to Supply Chain objectives and client needs.

Tasks and Responsibilities:
- Create and maintain orders on AccPac for all special / stock items (training on AccPac will be provided)
- Accurate processing of orders, taking cognisance of order priorities
- Communicate with end-users on the status of purchases and technical feedback
- Communicate with creditors, receiving and despatch to resolve queries and variances
- Assist with new vendor applications by sending appropriate documents to supplier
- Expediting - ensure timeous deliveries of orders
- Evaluation of vendor performance
- Negotiate with suppliers to create savings
- Attend Production and Mining meetings to monitor services provided to end-user
- Interact with customers

Minimum Requirements:
- Grade 12 or equivalent
- Certificate or Diploma in Logistics / Purchasing Management or equivalent qualification
- Valid driver’s licence – EB - (preferably own reliable transport)
- 3 years relevant purchasing experience, including experience in the handling of the assigned commodities and a good knowledge of sources of materials, supplies and equipment in SA.
- Computer literate (MS Office package)
- Knowledge of PPPFA, BBBEE and Mining Charter (BEE)Scorecards / Levels & Compliance – please indicate on CV

Skills/Competencies:
- Proven knowledge of purchasing practices and policies
- Good interpersonal, verbal and written communication skills in English – able to build networks and good relations
- Adaptable to changing circumstances
- Problem solving, decision making and able to initiate action
- Enterprise and commercial thinking with strong client service orientation
- Analytical ability and logical reasoning
- Ability to work under pressure

Finsch Diamond Mine 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 reside within our host labour sending area of Kgatelopele (proof of residence may be requested).

If you are already employed by Petra Diamonds, please submit an authorised Internal Application Form (available on the intranet), 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, qualifications and ID, to E2-Recruitment@petradiamonds.com, fax 086-659 1334 by 7 August 2014. Please note that incomplete application forms and documentation will not be considered. 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 via one of the following hotlines: South Africa 0800 22 22 00 (toll free from an RSA landline) or international +27 12 305 2711.

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