

Junior Buyer, Procurement – Steel Plant

1. Position Overview

The Junior Buyer is accountable for the end-to-end procurement lifecycle for their designated department/s. The role ensures stringent compliance with procurement standards, supports operational continuity, and maintains effective communication with internal departments, suppliers, and other stakeholders. The incumbent is expected to demonstrate a high level of technical understanding, administrative accuracy, and professional conduct in fulfilling all procurement-related functions.

2. Procurement & Quotation Management

- Monitor the Enterprise Resource Planning (ERP) system regularly for new material requests from their allocated department/s.
- Request and evaluate quotations, technical datasheets, MSDS files, and other required documents based on compliance, lead time, cost, and quality.
- Compile detailed comparison sheets to support transparent, compliant, and cost-effective decision-making.
- Identify and evaluate new suppliers continuously to strengthen the approved supplier base.
- Negotiate pricing, delivery terms, and service conditions while aligning with organisational procurement standards.

3. Email Management & Supplier Communication

- Review and respond promptly to daily communication from suppliers, service providers, and internal departments.
- Liaise with suppliers regarding quotations, technical documentation, delivery schedules, and order status.
- Participate in supplier meetings to discuss pricing structures, product quality, performance concerns, and opportunities for new materials or improved sourcing.

4. Purchase Order Creation & Administration

- Create accurate purchase orders (POs) in the ERP system following internal approval workflows.
- Distribute approved POs to suppliers and confirm receipt and acceptance of order terms.
- Maintain organised procurement documentation to support internal controls, audits, and compliance requirements.
- Support the Procurement Administrator by retrieving supplier invoices and coordinating procurement-related documentation when required.

5. Delivery Follow-Up & Departmental Coordination

- Track all open POs to ensure suppliers fulfil delivery commitments on time.
- Communicate regularly with the assigned department/s regarding delivery progress and expected arrival dates.
- Escalate urgent delays and expedite material requests based on operational priorities.
- Provide ongoing updates to stakeholders regarding stock shortages, delivery issues, and outstanding orders.

6. Reporting & Meetings

- Prepare and submit procurement reports, progress updates, and summary briefs as required by the Purchase Manager.
- Participate in weekly Finance and Procurement meetings to provide updates on payment status, supplier performance, and procurement priorities.
- Attend supplier meetings to support negotiations, performance assessments, and strategic sourcing initiatives.

7. Additional Administrative Responsibilities

- Perform onboarding of new suppliers for both the Procurement and Scrap departments.
- Assist in identifying and tracking missing invoices.

- Follow up with the Finance Department to obtain outstanding documentation required for payment pack preparation.
- Post POs for management approval in the ERP system.
- Receipt deliveries in the ERP system when required.

8. Key Performance Indicators (KPIs)

- 8.1 Procurement Efficiency & Accuracy
 - RFQ turnaround time within 24–48 hours
 - 100% accuracy in comparison sheets
 - 100% collection of compliance documents before PO creation
- 8.2 Delivery Follow-Up
 - Daily follow-up on overdue/critical POs
 - ≥ 95% urgent delivery expediting
 - Stakeholder updates within 4 hours
- 8.3 Reporting
 - Weekly report submission
 - 100% meeting attendance
 - Active supplier review contribution
- 8.4 Compliance & Administration
 - 100% accurate supplier onboarding
 - Retrieve missing invoices within 48 hours
 - Accurate ERP receiving support

Desired Candidate Profile

Education:

- Relevant tertiary qualifications

Experience:

- Buyers preferably working in ferrous or metal manufacturing industry with 8-10 years' work experience.

Behaviour:

- Professional communicator
- Provide positive departmental feedback
- Proactive problem solving

If you are interested in applying for this position, please send your CV, before 24 April 2026, to recruitment@kamalcisco.co.za. Candidates must, ideally, be locally situated, include their current CTC, expected CTC, and notice period in their application.

Shortlisted candidates will be contacted for an interview.