KAMAL CISCO

VACANCY AVAILABLE

Job Title: Assistant Purchasing Manager
Reporting to: Purchasing Manager / Procurement Manager

POSITION PURPOSE

The Assistant Purchasing Manager is responsible for supporting the Purchasing Manager in the procurement of raw materials, consumables, engineering spares, equipment, services, and other operational requirements necessary to maintain uninterrupted steel manufacturing operations.

The incumbent will assist in managing supplier relationships, negotiating contracts, monitoring inventory requirements, ensuring cost-effective purchasing practices, and maintaining compliance with company policies and South African procurement regulations. The role plays a critical part in ensuring material availability, cost control, and supply chain efficiency.

KEY RESPONSIBILITIES

Procurement and Purchasing

- Assist in the procurement of raw materials, steel inputs, engineering spares, consumables, equipment, and services.
- Source and evaluate suppliers based on quality, price, reliability, and service delivery.
- Obtain and analyse quotations to ensure competitive pricing.
- Prepare and process purchase orders in accordance with company procedures.
- Monitor open purchase orders and ensure timely delivery of goods and services.
- Follow up on overdue deliveries and expedite critical purchases where required.
- Assist with tender processes and supplier selection.

Supplier Relationship Management

- Maintain professional relationships with suppliers and service providers.
- Participate in supplier performance evaluations.
- Resolve supplier-related issues regarding quality, delivery, and pricing.
- Assist in negotiating contracts, service level agreements, and pricing structures.
- Support the development of strategic supplier partnerships.

Inventory and Materials Planning

- Work closely with Stores, Maintenance, Production, and Engineering departments to determine material requirements.
- Monitor stock levels and procurement lead times.
- Ensure critical production and maintenance materials are available when required.
- Assist in managing inventory optimisation and reducing excess stock holdings.

- Participate in stock planning and forecasting activities.

Cost Management and Budget Control

- Support initiatives aimed at reducing procurement costs.
- Identify opportunities for cost savings and supplier consolidation.
- Assist with budget monitoring and expenditure tracking.
- Ensure procurement activities are aligned with approved budgets.

Compliance and Governance

- Ensure procurement activities comply with company procurement policies and procedures.
- Maintain ethical procurement practices and avoid conflicts of interest.
- Ensure compliance with relevant South African legislation and internal controls.
- Support audit processes and provide procurement documentation when required.
- Maintain accurate procurement records and documentation.

Reporting and Administration

- Prepare procurement reports and purchasing performance metrics.
- Maintain supplier databases and procurement records.
- Monitor procurement KPIs and supplier performance indicators.
- Assist in preparing monthly, quarterly, and annual procurement reports.
- Ensure accurate filing and record retention.

Team Leadership and Support

- Assist in supervising purchasing officers, buyers, and procurement administrators.
- Provide guidance and support to procurement team members.
- Participate in employee training and development initiatives.
- Act on behalf of the Purchasing Manager when required.

Any other duties which may be reasonable required, due to the operational requirements of the business.

QUALIFICATIONS

Minimum Requirements

- Grade 12 (Matric).
- Diploma in Purchasing Management, Supply Chain Management, Logistics, Procurement, or a related field.

Preferred Qualifications

- Bachelor's Degree in Supply Chain Management, Procurement, Logistics, Business Management, or Commerce.
- CIPS (Chartered Institute of Procurement and Supply) qualification or equivalent.
- Professional procurement certification will be advantageous.

EXPERIENCE

- Minimum 5 years' experience in procurement or purchasing.
- Minimum 2 years' experience in a supervisory or senior buyer role.
- Experience within a steel manufacturing, engineering, mining, heavy industrial, or manufacturing environment.
- Experience with procurement systems and ERP platforms.

KNOWLEDGE REQUIREMENTS

- Procurement and sourcing principles.
- Supply chain management practices.
- Contract management.
- Inventory control and materials planning.
- Supplier relationship management.
- South African commercial and procurement legislation.
- Basic understanding of steel manufacturing processes.
- Cost management and budgeting principles.
- Occupational Health and Safety requirements.

SKILLS AND COMPETENCIES

Technical Skills

- Procurement planning and sourcing.
- Contract negotiation.
- Supplier evaluation and management.
- ERP systems (SAP, Syspro, Sage, Oracle or equivalent).
- Advanced Microsoft Excel.
- Data analysis and reporting.

Behavioural Competencies

- Strong negotiation skills.
- Attention to detail.
- Analytical thinking.
- Planning and organisational ability.
- Problem-solving skills.
- Leadership capability.
- Effective communication.
- Commercial awareness.
- Integrity and ethical conduct.
- Ability to work under pressure.

Kamal CISCO is an equal opportunity employer. In line with our Employment Equity Plan, preference will be given to suitable candidates from designated groups to support our commitment to workforce diversity.

If you are interested in applying for this position, please send your CV, including three contactable references, to recruitment@kamalcisco.co.za before **13 November 2026**.

Only shortlisted candidates will be contacted for an interview.