

# ALARIS ANTENNAS (PTY) LTD

All members of the company are to abide by the company's policies and procedures.

## ANNEXURE A:

## JOB PROFILE

<b>1. POSITION</b>	
Name & surname:	
Position title:	Junior Buyer / Expeditor
Department:	Procurement
Reporting to:	Supply Chain Manager
<b>2. REQUIREMENTS</b>	
Minimum education (essential):	Grade 12
Minimum education (suggested):	Post Graduate certificate / Diploma in Logistics and/or equivalent from an accredited educational institution.
Minimum applicable work experience (years):	3 years
Required nature of applicable experience:	Procurement
Computer literacy (essential):	MS Excel (Expert) MS Word (Intermediate)
Computer literacy (suggested):	Microsoft Dynamics NAV
Language proficiency:	English
Other requirements:	<ul style="list-style-type: none"> <li>➤ Be a hardworking, driven, self-motivated, ambitious person who will be able to work independently and accurately</li> <li>➤ Excellent oral and written communication skills.</li> <li>➤ People centric.</li> <li>➤ Flexibility.</li> <li>➤ Excellent organizational skills.</li> <li>➤ Attention to detail.</li> <li>➤ Self-driven.</li> <li>➤ Good interpersonal skills.</li> <li>➤ Positive outlook on life.</li> <li>➤ Assertive nature.</li> <li>➤ Logical thinker.</li> <li>➤ High levels of initiative.</li> <li>➤ Work independently, with a high degree of responsibility.</li> <li>➤ Work well under pressure and adhere to deadlines.</li> <li>➤ Problem solving skills</li> <li>➤ Excellent time management and organizational skills</li> <li>➤ Good planning,</li> <li>➤ Organizational, analytical and decision-making skills.</li> <li>➤ Confidentiality</li> <li>➤ Accuracy</li> <li>➤ Professional approach.</li> <li>➤ Excellent Administration</li> </ul>

<b>3. KEY PERFORMANCE AREAS, WEIGHTS AND TASKS</b>		
<b>Procurement</b>	<b>45%</b>	<ul style="list-style-type: none"> <li>➤ Continuously review the Purchase Order System (MRP), to ensure it is accurate, up to date and consistently meets the requirements of the business.</li> <li>➤ Purchase materials in line with inventory targets and sourcing of certain assigned commodities.</li> <li>➤ Prepare purchase orders in line with final negotiations with selected suppliers and in line with organizational targets and requirements</li> <li>➤ General purchases for the whole company</li> <li>➤ Purchasing consumables</li> <li>➤ Check and authorize designated invoices for payments to finance</li> <li>➤ Understand forex and payment terms</li> <li>➤ Research and evaluate areas of opportunity and reduce costs where possible</li> <li>➤ Stay current and up to date on any changes that may affect the supply and demand of needed products and materials and advise others of any impact</li> <li>➤ Support product change requests and review and communicate the impact on capacity plans</li> <li>➤ Purchasing Job required Items for Engineering Elec/Mech</li> <li>➤ Assisting with Stock-take</li> </ul>
<b>Admin</b>	<b>20%</b>	<ul style="list-style-type: none"> <li>➤ Loading of new vendors on NAV</li> <li>➤ Timely and effective communications of forecast and purchase orders to suppliers.</li> <li>➤ Maintain best practices in terms of procurement</li> <li>➤ Report on monthly procurement KPI's</li> <li>➤ Processing journal ( Item, Job and Consumption journals)</li> <li>➤ Ensuring vendor and item cards are updated with correct information.</li> </ul>
<b>Suppliers</b>	<b>30%</b>	<ul style="list-style-type: none"> <li>➤ Supplier Negotiation – Ability to improve supplier terms</li> <li>➤ Supplier vetting</li> <li>➤ Build, maintain and manage supplier relationships and ensure good communications</li> <li>➤ Assess and evaluate suppliers with the aid of Senior Buyer to undertake performance reviews to ensure contract compliance and manage performance improvement activities.</li> <li>➤ Work collaboratively and negotiate and engage with stakeholders and suppliers regarding new projects, supplies and initiatives and advise of impact of change on purchasing and production activities</li> <li>➤ Contact suppliers to resolve price, quality, delivery or invoice issues and RMA's</li> <li>➤ Negotiate contracts, improved prices and terms of business with suppliers and review opportunities to make business savings utilizing negotiation and procurement best practice tools and methods</li> <li>➤ Undertake research on and evaluate existing and new suppliers</li> <li>➤ Ensure that a professional and consistent approach is taken in relation to all supplier relationships</li> </ul>
<b>Ad Hoc</b>	<b>5%</b>	<ul style="list-style-type: none"> <li>➤ Full support of project office and company wide matrix structure to ensure projects are supported</li> </ul>

		➤ Perform any other duties as required by management
<b>KPI Contract</b>	30%	➤ TBD

Please note that your responsibilities may change according to company circumstances but that any such changes will be discussed with you prior to implementation. The employee understands that the scope of their duties may vary according to the exigencies of the company's business and the employee will be required to adapt and comply with reasonable changes thereof.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Managers Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date