

Buyer Specialist Job Description

Job Title: Senior Buyer Specialist

Location: [Cape Town, South Africa]

Company Overview:

GreenLine Technologies, www.greenline-tech.com, is a dynamic and growing ICT global company committed to delivering exceptional service and value to our clients. We pride ourselves on our collaborative and innovative approach and seek a dedicated Buyer Specialist to join our team.

Job Summary:

As a Buyer Specialist, you will play a pivotal role in our company's success by managing the procurement process and ensuring the timely and cost-effective acquisition of goods and services. You will be responsible for researching, negotiating, and purchasing quality products and services for our organization while building and maintaining solid relationships with vendors and internal stakeholders on a global scale.

Key Responsibilities:

1. **Market Research and Analysis:**
 - Conduct thorough market research to identify potential suppliers and stay informed about market trends.
 - Analyze and compare supplier proposals, evaluating price, quality, and delivery timelines.
2. **Vendor Management:**
 - Establish and maintain relationships with key vendors, negotiating favorable terms and conditions.
 - Monitor vendor performance and address any issues to ensure continuous improvement.
3. **Cost Negotiation:**
 - Negotiate prices, terms, and agreements with suppliers to achieve the best possible cost savings without compromising quality.
 - Work closely with the finance team to ensure budgetary compliance and cost-effectiveness.
4. **Purchase Order Management:**
 - Generate purchase orders accurately and promptly.
 - Coordinate with various departments to ensure alignment between procurement activities and organizational needs.
5. **Quality Assurance:**

- Collaborate with quality control teams to ensure purchased products and services meet the required standards.

- Address and resolve any quality issues with suppliers promptly.

6. ****Risk Management:****

- Identify and assess potential risks in the supply chain and implement strategies to mitigate these risks.

- Stay informed about industry regulations and compliance requirements.

7. ****Documentation and Reporting:****

- Maintain accurate records of procurement activities, contracts, and agreements.

- Prepare regular reports on procurement metrics and key performance indicators.

Qualifications:

- Bachelor's degree in Business, Supply Chain Management, or a related field.

- Proven experience as a Buyer or in a similar procurement role (min 5 years experience)

- Strong negotiation and communication skills.

- In-depth knowledge of procurement best practices and market trends.

- Proficient in using procurement software and Microsoft Office Suite.

If you are a results-driven individual with a passion for procurement and a commitment to excellence, we invite you to apply for this exciting opportunity to contribute to our company's success.

If you are interested, please send us your CV to careers@greenline-tech.com