



### **BUYER**

Allied Steelrode have the abovementioned vacancy available that is in line with our recruitment and selection policy, we herewith invite candidates who meet the relevant requirements to apply for this position. The details are as follows:

**Job Title:** Buyer  
**Reporting to:** Group Procurement Officer  
**Division:** Alrode  
**Reference Number:** Proc001/2023

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#### **Job Requirements:**

**The following serves as a brief summary of the job, and is not limited to the following:**

- Prepare a monthly raw material stock situation schedule which reflects monthly usage, SAP raw material & Finished goods, orders outstanding and suggested tons to be ordered.
- Submit the completed stock situation plan to the heads of the various Sales Departments;
- Meet with the heads of Departments to finalize and agree on quantities to be ordered;
- Obtain orders from bulk buying clients required for the same months of delivery;
- Update all raw material price lists from Producer Mills monthly with any changes that were announced and circulate these pricelists to all parties concerned;
- Obtain quotes from various approved global Producer Mills, calculate delivered price and compare with Local Mill prices.
- Complete the various orders and confirm them with the Producer Mills;
- Confirm orders placed for bulk buyers, reflecting current prices of total Tons ordered;
- Create SAP orders, and distribute to the relevant parties;
- Advise Producer Mills of any discrepancies and take corrective action;
- Once Producer Mills prices for the delivery month have been confirmed, check printed Producer Mill confirmations for quality, quantity, size and price;
- Obtain approval and submit approved copies to the Finance Department;
- Receive all relevant documentation from the Weighbridge;
- Confirm that all documentation is correct as per the GRN;
- Capture data in SAP and Process stock adjustments;
- Maintain a good working relationship with all the suppliers and keep up to date with changing circumstances that may affect Allied Steelrode in the future;
- Have a working knowledge of the volumetric discounts offered by the Producer Mills and maximize the benefits offered to Allied Steelrode;
- Monitor Producer Mills progress reports on a weekly basis;
- Control of Import Documents.

#### **Education and Experience Requirements:**

- Grade 12 Essential;
- Diploma in Procurement and Supply Management would be an advantage;
- Computer literate (Microsoft Office);
- SAP Experience essential;
- Strong administrative and multi task capabilities;
- Own transport would be an advantage;
- Steel industry experience and knowledge in Procurement and Supply management would be beneficial;
- Ability to work and flourish under pressure; and
- A Team player who would be able to perform under pressure, have excellent communication skills and display a high threshold for learning and responsibility.

**Please forward your CV to: [recruitment@alliedsteelrode.co.za](mailto:recruitment@alliedsteelrode.co.za) or deliver by hand to Cecilia Trollip (HR). Please indicate the reference number on your application.**

**By submitting your application, you give consent for Allied Steelrode to use your personal information for recruitment purposes and reporting.**

Allied Steelrode (Pty) Ltd Reg No: 2012/173965/07

Directors: A S P Chadha, R A Chadha, W A Rippon, W V Rippon

Executive Officers: M Bezuidenhout, S Brits, SP Buckle, JD Cloete, LA Geyser, CSE Pretorius

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