

CAREER OPPORTUNITY

The Council for Scientific and Industrial Research (CSIR) is a leading scientific and technology research organisation, implementing projects throughout Africa and making a difference in people's lives.

Buying Administrator

About the job:

The CSIR has a vacancy for a Buying Administrator in Strategic Procurement Unit. The successful candidate will be responsible to process requisitions onto purchase orders, including all order related functions. The position is based in Pretoria.

Key responsibilities:

- Process orders from requisition pool on a daily basis including on-line ordering and purchasing card ;
- Order administration on e-proc system (saving, closing, re-issuing and changes);
- Administer all order related queries in e-proc systems;
- Expedite orders placed on-line, to ensure timely delivery and excellent service;
- Respond to all queries related to above within the specified time frame and to the satisfaction of all clients;
- Obtain quotes for less than R30k;
- Assist with e-procurement testing during upgrade or changes of the system.

Qualifications, skills and experience:

- A national diploma or degree in purchasing and supply chain management with at least one year relevant experience;
- Knowledge of E-procurement system;
- Sourcing, buying skills;
- Ability to meet demanding deadlines;
- Accuracy and ability to pay attention to details.

Should you meet the above requirements, please email your CV to jobapplications@csir.co.za with your name and surname, position title and reference number in the subject line, **(eg. John Smith: Buying Administrator: Reference No: 308116)**

Closing date: 09 June 2017

PLEASE NOTE THAT FEEDBACK WILL BE GIVEN TO SHORTLISTED CANDIDATES ONLY.

For more info, please contact the CSIR Recruitment Centre on **012 841 4774** or email us at Recruitmentinfo@csir.co.za

*The CSIR is an equal opportunity employer. As such, it is committed to the Employment Equity Act of 1998. By applying for this position at the CSIR, the applicant understands, consents and agrees that the CSIR may solicit a credit and criminal report from a registered credit bureau and/or SAPS (in relation to positions that require trust and honesty and/or entail the handling of cash or finances) and may also verify the applicant's educational qualifications and employment history. **The CSIR reserves the right to remove the advertisement at any time before the stated closing date and it further reserves the right not to appoint if a suitable candidate is not identified.***