



Mbuyelo Mining Contractors (Pty) Ltd
a subsidiary of Mbuyelo Group (Pty) Ltd

Procurement Administrator

ROLE PROFILE

GROUP FUNCTION / BUSINESS UNIT			
Mbuyelo Group	DATE	23 March 2023	
DEPT / OPERATION	Mbuyelo Mining Contractors	Job Level	B – Level
DISCIPLINE	Finance and Administration	Reference	MMC103
LOCATION	Belfast		
DEPARTMENT	Mining		
REPORTING STRUCTURE			
REPORTS TO (TITLE)	Accounts Payable Supervisor		
ROLE SUMMARY (PURPOSE)			
The role's sole purpose is to enhance and continually improve ordering and all matters related to orders. Responsible for ordering, expediting and updating deliveries			
KEY WORK OUTPUTS AND ACCOUNTABILITIES			
<ul style="list-style-type: none"> • Ensure that new vendors i.e. staff comply with our Policies & Procedures in terms of application and supporting documentation. • Upload authorised quotation per vendor on SAP. • Creating Purchase Orders on SAP based on authorised quotation. (Turnaround time 24 hours). • Research materials and vendors so that delivery time, cost and equality are optimal when required. • Inform requester via email when a PO has been placed, informing them of the delivery date and address and remind them to send the original delivery note/invoice to you. • Email Purchase Orders to supplier timeously. • Raise GRN (Goods Received Note) on daily basis and submit to Accounts Payable Department • Monitor proof of delivery. • Follow up on outstanding deliveries and credit notes with vendors, departmental and faculty staff timeously. • Ensure deliveries, invoices and credit notes conform to the relevant purchase order specifications. • Ensure partial and full good receipts and receipts reversals are done when applicable. • Liaise with the Accounts Payable Department regarding vendor queries. • Ensure the database is cleaned up and monthly reporting. 			
REQUIREMENTS			
QUALIFICATIONS/ EXPERIENCE/ KNOWLEDGE/SKILLS	<ul style="list-style-type: none"> • Tertiary Qualification in Procurement/Logistics and Supply Chain Management/Accounting or other relevant qualification • A minimum of 2 years' experience in Accounts payable/purchasing administration • Financial Packages will be a requirement (e.g. Pastel, SAP, and Navision) • Think analytically, systematically and laterally • Excellent written and verbal communication skills 		

	<ul style="list-style-type: none">• Valid driver's license will be an advantage• Valid medical certificate. (Red ticket)
Additional information	<ul style="list-style-type: none">• Appointment will be made in line with the Employment Equity consideration.• If you have not heard from us in 21 working days, please consider your application as unsuccessful• Internal Candidates wishing to apply for this opportunity must inform their supervisors upon applying
Closing date	<ul style="list-style-type: none">• The closing date for applications: 10 April 2023
Contact details	<ul style="list-style-type: none">• e-mail to: hr.mmc@mbuyelo.com