

**27 MAY 2022**

## **REQUEST FOR LABOUR: ASSISTANCE PROCUREMENT MANAGER**

**REFERENCE: WWM/ 2022/05/APO – FIN – HR**

### **RESPONSIBILITIES**

- Create and implement best practice for procurement within West Wits Mining;
- Assist with the implementation of the ERP system, specifically the procurement module;
- Drive and maintain procurement processes and systems within West Wits Mining;
- Assist the Group Finance Manager with reviewing supplier prices and services to ensure the business receives best value for money;
- Continuously liaise with Suppliers for pricing and availability of required products;
- Provide weekly and monthly purchasing reports from ERP system to identify purchasing trends;
- To create supporting documentation to be sent with the purchase orders;
- Assist with entering stock control checks on a half yearly basis and as required;
- Order all stationary/consumables/equipment for the office, mine and warehouse;
- Assist with carrying out forecasting to manage stock levels against the production usage reports and make recommendations to improve processes;
- To create back-to-back purchase orders and send to supplier once approved;
- To liaise with suppliers regarding end-to-end fulfilment of purchase orders;
- Responsible for requesting Accounts to make Proforma payments for Suppliers if required.

### **REQUIREMENTS**

- Able to work under pressure and at the same time prioritise workloads;
- Self-motivated team player;
- Passion to learn and grow;
- Accuracy and attention to detail;
- Results driven whilst not losing sight of the business needs;
- Proficient with Microsoft packages and electronic CRM systems;



**WEST WITS**  
MINING

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- Ability to multi- task, prioritise and manage time effectively and efficiently;
- People person with excellent listening and interpersonal/communication skills;
- Experienced within a purchasing/planning role;
- Analysis and problem-solving;
- Relevant procurement degree or B Tech equivalent;
- Minimum of 10 years' experience in Mining industry, preferably gold and underground mining experience;
- SAGE experience.

**CLOSING DATE: 30 JUNE 2022**

**HR: WEST WITS MINING**

**EMAIL: [hr@westwitsmining.com](mailto:hr@westwitsmining.com)**

**PLEASE NOTE : Be specific on the subject line which position you are applying for and include the reference number**