

ROLE PROFILE	
Job Title:	Maintenance Buyer
Level:	Skilled Workers/Junior Management
Reports To:	Maintenance Manager
Purpose of Role /Scope:	The primary focus of this role will be to assist the maintenance department by taking control of the maintenance stores and the buying function.
Dimensions:	
a) Financial	The cost of spares, tools and other maintenance related items can be significant. Accordingly, it is imperative for the Maintenance Buyer to ensure that adequate controls are in place to maintain the required minimum and maximum stock levels and that sound financial and procurement principles are applied and maintained.
b) Leadership and Functional Responsibilities	<p>Leadership</p> <ul style="list-style-type: none"> • Strong inter-departmental interaction to ensure that the needs of those reliant on this role are met i.e. finance and maintenance. • Assist the Maintenance team by having a deep understanding of the importance of stock control and the associated systems. • Management of the stores in terms of personnel and processes. <p>Functional</p> <ul style="list-style-type: none"> • Establish and maintain the Maintenance Stores (in Workshop and off-site warehouse). • Manage the stock control system in the Maintenance Stores, including the implementation of controls. • Ordering of spares and stock control for the Maintenance Stores. • Maintaining of min/max stock levels. • Dealing with reps, buying and ensuring best price and quality. • Monthly stock take (over weekends). • Update order book and process invoices. • Drive housekeeping, safety and continual improvement in the Maintenance Stores.
Qualifications and Experience Required	<ul style="list-style-type: none"> • Qualification in one of the following is required: Buying, stock control, or inventory management. • Incumbent would need to have an attention to detail and an ability to work independently • Minimum 3 years' experience in a stock control environment. Possible experience would include stock keeping; spares/workshop environment; implementation of stock control systems. • A working knowledge of SAP (or similar systems) and the processes associated with creating orders and receiving stock, credit notes, returns, etc. is required. • Experience in an FMCG environment is advantageous. • Candidates must be willing to work Public Holidays and weekends, as required.
Barriers to Success in Role	<ul style="list-style-type: none"> • No urgency. • Lack of organisational skills and attention to detail.
Operational Working Conditions	<ul style="list-style-type: none"> • Based at head office in the heart of the beautiful KZN Midlands.

