



**The Company:** Nemtek is a leading supplier of innovative electric fencing products. We are respected globally, chosen by many governments, local authorities, and industries as the product of choice to protect their utilities, prisons, and defence infrastructures. We manufacture and supply a full spectrum of energizers and fencing hardware for applications in agricultural animal management, as well as industrial, commercial, and residential security fencing.

With over thirty years of experience in designing and manufacturing electric fencing products and technologies, Nemtek has the knowledge and expertise to provide our clients with the best solutions to meet their requirements. We protect what is important and are known for the great care we take with clients and employees alike.

*We believe in loyalty, competition, and a strong sense of family.*

#### **The Position: Buyer (International and Local)**

Responsible for purchasing materials, supplies or equipment for a business. Duties include negotiating deals with suppliers, researching possible item selections and taking inventory of current products, perform market research, product tests and evaluations and analyse competitors to determine what products are featured in stores, catalogues and online.

- We offer many incentives, a secure workplace environment and have a Group Provident Fund.
- Continuous Learning and Development
- Benchmarked salary Packages

#### **Recommended Education:**

- Matric.
- Relevant degree/diploma is advantageous.
- Strong Computer skills

#### **Experience:**

- 5+ years' experience.
- Excellent understanding of procurement procedures.
- Valid drivers' license.
- South African Citizen.

#### **Purpose of Role**

Management of Procurement and related Processes

#### **Main Duties and Responsibilities**

1. Developing an effective and accurate system for monitoring purchase orders
2. Managing international and local purchases
3. Negotiate with supplier/ manufacturer to get the product with the best price
4. Reporting
5. Working within the management team to ensure that all deliveries satisfy the assigned orders and report any back ordered or missing products
6. Develop and maintain a buying database.
7. Effectively communicating with the team to ensure all orders are accurate
8. Continuously monitoring market demand and supply for your required product by establishing, following, and enforcing standards and procedures and complying with legal regulation

#### **Other Duties Could include**

- Assist with Bi-annual Stock take
- Research and visit Suppliers
- Time Management - Managing one's own time
- Any other reasonable request made by management

## Skills and Attributes

- Strong interpersonal skills to work with team members, clients and suppliers
- Negotiation skills to work with suppliers and make better deals for the company
- An understanding of purchase order software platforms
- Good attention to detail to ensure all purchase orders are accurate
- Ability to work with a team
- Math skills to make sure all calculations are correct and avoid any unforeseen losses for the company
- IT skills to troubleshoot essential computer programs
- Pastel and Excel
- Possess strong industry knowledge and research abilities
- Ability to work with all levels of company staff
- Excellent communication skills (verbal and written)
- Work in a fast-paced sales environment, emphasis on selling and customer satisfaction.
- Dependability - Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Attention to Detail - Job requires being careful about detail and thorough in completing work tasks.
- Integrity - Job requires being honest and ethical.
- Cooperation - Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Concern for Others - Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- Initiative - Job requires a willingness to take on responsibilities and challenges.
- Stress Tolerance - Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- Self-Control - Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behaviour, even in difficult situations.
- Adaptability/Flexibility - Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- Achievement/Effort - Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
- Analytical Thinking - Job requires analysing information and using logic to address work-related issues and problems.
- Persistence - Job requires persistence in the face of obstacles
- Social Orientation - Job requires preferring to work with others rather than alone and being personally connected with others on the job.

**The Location:** Nemtek has a national and international footprint and this position is based in Northriding, South Africa.

Please provide [hr@nemtek.co.za](mailto:hr@nemtek.co.za) with a detailed CV, copy of your certificates and ID.

***Please note that if you have not heard from us within 2 weeks of submitting your CV you should consider your application as unsuccessful. Please state on your correspondence if you authorise Nemtek HR to store your CV for future reference or if we should destroy it. (POPIA compliance)***