

Procurement Controller

TITLE: Procurement Controller	REPORTS TO: CFO
FUNCTION:	COMPANY: Delta
LOCATION: Bryanston	
JOB CODE: JD 001	

Other reports to: Procurement Administrator	Direct reports: None
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Role Purpose

To manage the company's supply of products and services. The responsibilities include strategizing to find cost-effective deals and suppliers. To discover the best ways to cut procurement expenses, so that the company can invest in growth.

Role Requirement

Essence of the role/Key Accountabilities	Key Activities / Decision Areas
Procurement	<ul style="list-style-type: none"> Assist to update and maintain an effective Procurement Policy aimed to prevent illegal, unethical, or improper conduct of business affairs. Manage and monitor the procurement database to ensure completeness, validity, and accuracy of information. Collaborate with key persons to ensure clarity of the specifications and expectations of the company. Assist with identification, screening and vetting of new suppliers. Assist with identifying gaps in regional suppliers and initiate action to broaden supplier pool. Discover profitable suppliers and initiate business and organization partnerships Negotiate with external vendors to secure advantageous terms Approve the ordering of necessary goods and services. Finalize purchase details of orders and deliveries. Examine and test existing contracts. Manage the monthly BBBEE scorecard to ensure targets are being achieved and to timeously communicate action required for any gaps identified. Co-ordinate and liaise with property managers and service providers on progress reports pertaining to projects to ensure timelines/targets are met. Review and report on monthly Group spend to ensure compliance with procurement policy initiatives and process. Conduct internal procurement audits to monitor policy compliance. Liaise with property managers to ensure effective business relations exist with vendors, contractors, and trade professionals. Assist with collating information and populating tender and costing documents. Assist in preparation of procurement reports. Perform risk management for supply contracts and agreements. Assist in the daily management of the procurement function and department. Ad-hoc requirements as the need arises.

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External Stakeholders	Internal Stakeholders
<ul style="list-style-type: none"> • BBBEE rating agencies • Board members • Service providers, contractors, vendors 	<ul style="list-style-type: none"> • All departments • CFO • CEO
Competencies and Person Specification (Knowledge, skills and attributes)	
Interpersonal Skills / Key Attributes	Technical / Professional Expertise
<ul style="list-style-type: none"> • Analytical and interpersonal skills • Excellent communicator (written and verbal/presentation skills) • Must take accountability. 	<ul style="list-style-type: none"> • Knowledge of the MDA system • Experience in collecting and analysing data • Strong leadership capabilities
Qualifications	
<ul style="list-style-type: none"> • Degree in supply chain management, logistics or business administration 	
Experience	
<ul style="list-style-type: none"> • 3-5 years relevant experience in procurement environment (preferably property) • Proven working experience as a Procurement Manager, Procurement Officer 	
Leadership Competency Requirements	
<ul style="list-style-type: none"> • Management and problem-solving skills • Must be a good team player, take initiative and lead by example. 	

ORGANISATIONAL/REPORTING STRUCTURE

