

BRMO JOB VACANCY



BLACK ROCK MINE OPERATIONS



BUYER TECHNICAL



INTERNAL & EXTERNAL

PATERSON GRADING: C2
CLOSING DATE: 20/06/2024

ASSMANG Pty Ltd requires the services of a **Buyer Technical** at their Black Rock Mine Operations situated 80km North-West of Kuruman in the Northern Cape.

MAIN TASK AND RESPONSIBILITY

To purchase goods and services at reasonable prices, suitable quality and required deliverable time in line with procurement policy and procedure.

MINIMUM QUALIFICATIONS

Essential unless otherwise indicated)

- Certificate: Grade 12 (Required).
- Trade Test Artisan (Red Seal) (Required)
- Certificate / Diploma Purchasing (Advantageous)
- Code EB drivers licence (Required)

EXPERIENCE AND REQUIREMENTS

Essential unless otherwise indicated)

- 3 Years' Trade Test Artisan in the mining / technical environment with solid Administrative Knowledge

KNOWLEDGE AND SKILLS

Essential unless otherwise indicated)

- Computer Literate - Microsoft Office, JDE, Qlikview, Oracle.
- Obtain information, check for accuracy and capture data. File documents per procedure.
- Propose ideas or practical improvements relevant to tasks. Participate in improvement initiatives.
- Comply with disciplinary and behavioural rules and procedures.
- Propose ideas or practical improvements relevant to tasks. Participate in improvement initiatives and lead group discussions to solve problems.
- Comply with safety, health and environmental standards. Identify and report unsafe and hazardous situations in work area. Conduct safety meetings. Enforce team adherence to standards.
- Comply with Quality standards and deliver in a manner that support and meet operational quality standards.
- Negotiate and liaise with suppliers, end-users and management, deliveries and specifications for better prices.
- Provide support to Engineering quality services to ensure delivery of quality products to the mine through approved qualified suppliers. May also be required to propose possible new suppliers.
- Obtain quotes in line with procurement procedures. Negotiate price and delivery. Place orders with suppliers for stock and non-stock purposes. Expedite overdue orders.
- Manage the repair purchasing process from procure to pay.
- Follow up on any issues that may arise during the process. Expedite overdue orders.
- Ensure all repairable items are going through a proper evaluation (supplier, costs, quality) process to determine value of repairs for the approval of Manager Engineering.
- Apply BBBEE policy to ensure compliance with legislation.

TERMS & CONDITIONS

- The candidate will be appointed on the condition of being certified medically fit as per Mine Health and Safety Act 29/1996.
- **Remuneration** will be based on a competitive all-inclusive flexible package.
- **Employment Equity targets** will be considered when appointing potential candidates.
- **People living with disabilities** are encouraged to apply.

Interested applicants are requested to submit their CV's with certified copies of qualifications.

- Apply via our Career website only:
<https://assmang.ci.hr>

- Please be advised that short listed candidates will be required to authenticate information provided in CV's.
- Late applications will not be accepted
- Internal candidates should clearly indicate their company number on their applications/CV.
- If you have not been contacted within 21 days after the closing date, please consider your application to be unsuccessful. Correspondence will only be limited to shortlisted candidates.
- Assmang Pty Limited reserves the right not to appoint.

POPIA DISCLAIMER:

By submitting your application, you agree:

- To the processing of your personal information and sharing it with third parties for verifications.
- To you exercising of your rights provided for by POPIA.
- To BRMO keeping your personal information confidential.

FRAUD ALERT:

Black Rock Mine Operations subscribes to ethical recruitment processes:

- > **Black Rock Mine Operations will never ask for money in exchange of any application, medical assessment, and interview or to be appointed.**
- > **Black Rock Mine Operations will never display personal contact details or cell phone number of individual recruiters on the advert as a form of communication or job application**