

# BRMO JOB VACANCY

BUYER

INTERNAL

PATERSON GRADING: C2

CLOSING DATE: 06/07/2026

ASSMANG Pty Ltd is seeking a highly skilled, motivated and dedicated individuals who would like to be part of this exciting mine and who would like to make use of this unique opportunity to grow and develop within the company to apply for the position at our 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)*

- Grade 12.
- Certificate or Diploma (NQF Level 5): Purchasing or Supply Chain Management.
- Valid Code EB Drivers License.

## EXPERIENCE AND REQUIREMENTS

*Essential unless otherwise indicated)*

- 3 Years Procurement and Related Administration Experience in the Mining Environment.

## KNOWLEDGE AND SKILLS

*Essential unless otherwise indicated)*

- Managing Performance.
- Monitoring and evaluating.
- Communication.
- Planning and Organising.
- Time Management.
- Leading others.
- Learning and development.
- Coaching skills.
- Self-leadership.
- Conflict management.
- Safety management.
- Team development skills.
- Giving Instructions.
- Managing relationships.
- Assertiveness.
- System Skills: Microsoft Office, Qlickview, JDE, Oracle.

## JOB RESPONSIBILITIES

*Essential unless otherwise indicated)*

- 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.
- Apply BBBEE policy to ensure compliance with legislation.
- 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.

## TERMS & CONDITIONS

Successful candidates will be appointed on the condition of being certified medically fit as per the Mine Health and Safety Act 29/1996, and subjected to Security Assessment (incl. Criminal Record Clearance). Remuneration will be based on a competitive all-inclusive flexible package.

*Preference will be given to women in mining and designated groups in accordance with the Company's Employment Equity Plan. People living with disabilities are encouraged to apply.*

Please be advised that short-listed candidates will be required to authenticate information provided in CV's.

- Late applications will not be entertained.
- Internal candidates should clearly indicate their company number on their applications/CV.
- If you have not been contacted 21 days after the closing date, kindly accept your application as unsuccessful.
- Should you not be contacted 7 days after the interview (if you have been interviewed), kindly accept your interview as unsuccessful. Correspondence will only be limited to shortlisted candidates.
- Assmang Pty Limited reserves the right not to appoint.

Interested applicants are requested to submit their CV's together with SAPS certified copies of qualifications via our Career website: <https://assmang.ci.hr> . ONLY ONLINE APPLICATIONS WILL BE ACCEPTED.

### 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**



ASSMANG  
MANGANESE

BLACK ROCK MINE OPERATIONS

top  
EMPLOYER

South Africa  
2026

FOR A BETTER WORLD OF WORK

