

Job Title	Purchase Officer
Reporting To	Purchase Manager/ Plant Director
Office/Site Based	Office 50%; Plant 50%

1. Job Purpose	
	To purchase the required materials, consumables and spare parts for Plant and Sites.
2. Key result areas	
	<ol style="list-style-type: none"> 1. Use local market knowledge to make item price comparisons in order to make timely cost-effective purchases. 2. Purchase spare parts from official overseas suppliers ensuring pre-empted availability. 3. Using knowledge of materials and consumables, select exact items to fulfill purchase requests to ensure correct items are purchased and followed through. 4. Convey item details in order to provide the necessary and precise data required. 5. Use own judgment to negotiate and select high quality items from a variety of suppliers to ensure poor quality items are not selected from the market. 6. Coordinate both internally and externally to ensure timely availability of items as per ascertained priority. 7. Organise and collate data in order for all required information to be clear, concise and readily available to the necessary persons.
8. Job context	
	NSCC prides itself as a leading company that delivers through smooth processes and impeccable quality. Both the Business Support Unit and the Plant hold a responsibility to fulfill and support site requirements. The role of the Purchase Officer is to coordinate with all relevant internal and external persons in order to support this essential responsibility through ensuring the purchasing of the best materials, consumables and spare parts for the company.
9. Communications & Working Relationships	
	This role is reliant upon direct communication with the Purchase Manager and Plant Manager. Further communication is necessary both internally and externally with all parties related to the market and acquiring of relevant goods.
10. Framework, Boundaries, Decision Making Authority & Responsibility	
	This role involves making minor independent decisions, however, all problems effecting efficiency and priority issues must be reported directly to either the Purchase Manager or Plant Director. All decisions must be approved. The position involves responsibility to understand the working needs and consideration of timeliness with the purchasing of goods for NSCC.

11. Knowledge, Skills & Experience

Bachelor degree. Minimum 3 years experience in a similar role. Experience required in similar engineering environment. Experience with ACCPAC is an advantage.

12. Competencies

Attention to detail. Ability to work under pressure. Strong communication skills (including through reports). Excellent team leading skills. Ability to influence at the multi-cultural level. Excellent proven organisational skills. Problem-solving ability.