



Marthinussen & Coutts Cleveland

Your Assets. Your Needs. Your Service Partner.

JOB DESCRIPTION

Job Title: Procurement & Transport Manager

Reports to: Finance Executive

Location: Cleveland

QUALIFICATIONS & EXPERIENCE

- Post Matric Qualification in Supply Chain or other relevant field
- 5-10 years' experience in a demand planning/forecasting/inventory controller role within a manufacturing/ engineering organisation.
- Managerial skills to supervise and motivate both senior and junior staff
- Experience in a Repairs and Services environment will be an advantage
- Computer literacy - Microsoft packages, Word, PowerPoint, Excel and Office
- Expert knowledge on Syspro (ERP)
- Solid understanding of inventory management practices and procedures

BEHAVIOURAL ATTRIBUTES AND EXPERIENCE/COMPETENCIES

- Excellent communication skills
- Interpersonal and customers service skills
- Strong technical and commercial aptitude
- Independent decision making when circumstances warrant
- Excellent attention to detail and the ability to multi-task
- Goal and timeline driven
- Willingness to learn and to seek continual improvement within areas of responsibility
- Ability to work under pressure
- Independent thinker with a willingness to act when circumstances warrant
- Strong business and financial acumen
- Motivated and enthusiastic
- Willingness to handle difficult situations
- Valid code 8 driver's license





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DUTIES AND RESPONSIBILITIES

PROCUREMENT RESPONSIBILITIES

- Negotiate with suppliers/Service providers to obtain required quality at optimum price and terms
- Liaise with internal workshop managers to obtain correct products and services at best prices for jobs
- Ensure that an up-to-date data base of suppliers exists for the various products and services required
- Control spend and build a culture of long-term savings on procurement costs
- Monitor the delivery compliance of ordered materials and services to ensure on time delivery
- Lead preferential procurement practices in accordance with BBBEE codes
- Only purchase from approved suppliers with good track records

STORES RESPONSIBILITIES

- Control the issuing and receiving of items in and out of store with the correct paperwork
- Perform continuous stock checks to ensure that physical stock agrees to the accounting Inventory on Syspro
- Ensure the correct unit of measure is entered for every line item of stock
- Ensure the correct unit price per unit of measure for each line item of stock
- Correctly close of financial month ends
- Plan and undertake biannual stock counts and the year-end audited stock counts
- Explain all material variances on stock counts
- Maintain a clean, neat and efficient store at all time

LOGISTICS AND TRANSPORT RESPONSIBILITIES

- Ensure that transport is planned in a timely manner for delivery to customers using the most efficient transport be that own fleet or rented transport
- Maintain the in-house fleet of vehicles at optimum levels to be available when needed an in road worth condition
- Manage and control all drivers
- Ensure that all drivers have the correct licence code to drive allocated vehicles, and that these drivers licences are up to date and renewed as required
- Ensure that all PDP licences are renewed in a timely manner
- Plan all imports and ensure that the correct documents are in place at the correct INCOTERMS
- Liaise with the approved freight forwarder to ensure import are on time
- Arrange all permits and traffic authority approvals for heavy duty road transport
- Must have up to date knowledge of the Aarto Act and must be the Divisions appointed Aarto representative
- Must check up on all traffic fines of drivers and ensure these are settled timeously to avoid Aarto penalties





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- Must manage vehicle accidents and reporting to police and insurance
- Manage and control fuel usage using First Auto
- Assist with the annual insurance renewal for all vehicles including car allowance vehicles
- Arrange correct inland insurance for expensive items been transported with Marsh

EXPORT RESPONSIBILITIES

- Ensure that optimum transport is arranged for transport into Africa – own transport or rented transport
- Liaise with the appointed freight forwarder to ensure timeous collection of items to be exported by sea or air freight and correct export documentation and INCOTERMS
- Ensure all export documentation handled by hired transporters is returned to the division on time and includes SAD 500, SARS customs stamped border crossing documents
- Ensure that the correct certificates are obtained as required in the export country e.g. Fumigation certificate, etc

WORKING CONDITIONS

- Out of office travel will be required
- Required to work beyond normal working hours, evenings, weekends and holidays, should the need arise

