



Vacancy

We are rooted in our people. Join our winning team.

SENIOR BUYER: BUILDING & HARDWARE

The successful incumbent will be based at Retail Head Office and report to the Manager Procurement: Agribusiness. He/she is responsible for managing and negotiating with selected suppliers regarding a selected range of products.

PRINCIPAL ACCOUNTABILITIES:

- Sets-up, negotiates and monitors supplier level agreements (SLA's) for a selected range of suppliers/products;
- Negotiates a selected range of purchase prices from Agra's suppliers;
- Contributes to setting supplier mark-up's for a selected range of suppliers/products;
- Ensures accuracy of loaded purchase prices in Agra's Enterprise Resource Planning system;
- Negotiates, manages and measures stock availability from suppliers;
- Negotiates and agrees supplier lead times;
- Manages specials and promotions;
- Introduces and evaluates new products;
- Negotiates supplier packages (e.g. rebates, settlements, advertising);
- Manages special orders and bulk orders;
- Negotiation and monitoring of transport costs;
- Margin management on a national basis.

- Minimum 3 years of relevant experience (e.g. buying, retail, or procurement);
- Adequate market and supplier knowledge;
- Computer literate (MS Excel and Enterprise Resource Planning system);
- Proficiency in written and spoken English and Afrikaans;
- Negotiation skills;
- Interpersonal skills;
- Valid driver's license.

HOW TO APPLY:

Prospective candidates should send an application letter, CV and supporting documents to:

AGRA Corporate Office, Human Resources Office

8 Bessemer Street, Southern Industrial, Windhoek

Fax: 061 290 9207

Email: humanresources@agra.com.na

CLOSING DATE:

18 January 2019

QUALIFICATIONS & ATTRIBUTES:

- Namibian citizenship;
- Grade 12 certificate;
- Relevant B-degree (e.g. commerce, business, retail, buying, procurement);

