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Genuine Connection Promotions (Pty) Ltd, a clothing manufacturer in Paarl, Western Cape, requires the services of a:

BUYER (CLOTHING MANUFACTURER)

PURPOSE OF THE JOB:

The incumbent will be responsible for the timeous placement of purchase orders and delivery of fabrics/trims to ensure customer order requirements are met. This includes the task of maintaining stock levels within the company's approved guidelines.

RESPONSIBILITIES:

- Purchase fabric for inventory as well as non-stock items for internal departments or customer orders
- Manage stock returns
- Review purchase orders (PO's) and fax/EDI to suppliers
- Follow up on purchases and confirm expected shipping dates; update the system
- Problem solve and resolve errors/ issues on PO's as required
- Perform quality checks on delivered stock/ non-stock items and address problems with suppliers
- Investigate and determine causes (what/how/why) for incorrect fabric deliveries/ damaged goods
- Review open PO's not printed
- File PO's
- Manage and oversee company vehicles and driving staff
- Assist with stock take counts (monthly, bi-annually and annually)
- Compile and review stock reports and expedite open orders
- Monitor price increases and communicate to all relevant departments
- Liaise/ negotiate with suppliers
- Assist with other warehousing/ buyer/ stock take duties

REQUIREMENTS:

- 1 to 3 years previous experience in administration
- Grade 12 or equivalent knowledge and skills
- Strong numerical skills (able to do calculations, reconciliations, costings and estimations)
- Further training/ qualification in finance/ accounting or bookkeeping an advantage
- Basic understanding of accounting (stock control, journals and purchase orders)
- Computer skills (purchase orders, MS Office)
- Good communication skills
- Able to negotiation with suppliers
- Able to check and control delivered stock (quality, quantity, features)

Those interested should submit their CV's to: hr@gencon.co.za or phone 021 872 0300 for more information.