



Procurement Officer

A vacancy for a Production Officer currently exists at an innovative engineering company, EMSS Antennas. EMSS Antennas (www.emssantennas.com) is a subsidiary of the Alphawave group (www.alphawave.co.za). EMSS Antennas has a world-class team that designs and builds electronic and electromagnetic solutions, including state-of-the-art receivers for the world's most formidable radio telescopes, such as MeerKAT and SKA. Additionally, we are constantly developing our own products. More information can be found here: www.fieldsense.com and www.inrangepgolf.com



Key Responsibilities, Accountabilities and Duties

- Work with internal stakeholders to determine procurement needs, quality and delivery requirements
- Read and comprehend engineering drawings to determine requirements
- Assist in the selection of appropriate suppliers and contractors, to promote good procurement practices
- Prepare proposals, request quotes and negotiate purchase terms and conditions
- Prepare and issue purchase orders and agreements
- Monitor orders to ensure materials/services are supplied within contractual timescales.
- Communicate any delay or potential delay on orders to the relevant stakeholders.
- Monitor supplier performance and manage supplier relationships effectively



Qualifications and Experience Required

- National technical certificate (N4 minimum) or relevant diploma
- Minimum of 3 years' experience as a procurement officer or related position
- Experience working in an electronic/mechatronic engineering environment



Candidate Profile Description

- A top achiever, well-balanced individual with a demonstrated track record
- Eager to take ownership and be accountable
- Excellent attention to detail, strong analytical skills and ability to prioritize and multi-task
- Excellent verbal and written communication skills with management and staff at all levels
- Flexible enough for an SME environment
- Capable to work in a highly technical environment
- A general attitude of serving others to achieve a common goal
- Ability to work and solve problems independently
- Goal-oriented, organized team player



Knowledge and Skills Required

Any combination of the following knowledge and skills and an interest to acquire some of them would be highly advantageous.

- Solid knowledge and understanding of procurement processes, policies and systems
- Knowledge of and experience working with Xero would be advantageous
- Knowledge of and experience working with ERP/MRP system/s
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)
- Ability to negotiate, establish, and administer contracts/orders



Terms and Conditions

- Competitive, market-related salary
- Various company perks
- Starting date is as soon as possible
- Full-time employment
- Documents to return to Carol Stuart (cstuart@emss.co.za):
 - Comprehensive CV
 - Academic results and applicable certificates
 - Identity Document
- Closing date for applications:
 - Consideration of applications will begin on 29 February 2024 and will continue until the position has been filled.