



# WE'RE HIRING

## ELECTRONIC PARTS PROCUREMENT OFFICER

Employment Opportunity at Etse Electronics

Division: [CUBECOM](#)

Industry: Aerospace & Defence

Category: Full-time

Location: Stellenbosch, Western Cape

Date: 09 April 2025

### WANT TO JOIN A FAST-GROWING COMPANY IN THE SPACE INDUSTRY?

Etse Electronics is excited to announce that we have an Electronic Parts Procurement Officer opportunity available in our space communication division at CUBECOM.

At CUBECOM we design, develop, and manufacture communication systems for space satellites. Specialising in the development of high data rate communication systems; providing an end-to-end solution for antennas, transmitters, and ground station equipment.

### OUR IDEAL CANDIDATE:

We are ideally looking for an individual with a demonstrated track record of working as a procurement officer of mainly electronic parts in a low-volume highly technical manufacturing environment to join our Supply Chain team. We hope to find someone that has strong analytical skills, is organised and who can work well with other team members to ensure that our production operations run smoothly. CUBECOM is a passionate team of self-starters and innovators that is now entering an exciting new scale-up phase.

### KEY RESPONSIBILITIES:

- Work with internal stakeholders to determine electronic and other parts procurement needs, quality and delivery 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 components 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
- Perform stock control.
- Perform administration of shipments.

## REQUIRED EDUCATION AND EXPERIENCE:

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

## REQUIRED SKILLS AND COMPETENCIES:

- Knowledge of the manufacturing environment including procurement systems and stock management.
- Ability to work in a highly technical environment.
- Adaptability required to work in a scale-up organisation.
- Problem solving skills.
- Ability to prioritize and multi-task.
- Excellent verbal and written Communication skills with all stakeholders.
- Thorough with great attention to detail and strong analytical skills.
- Take ownership and be accountable.
- Goals-oriented team player.

## BENEFITS:

- Contribute to production of exciting products for the Space industry.
- Work within a strong growing team of experienced members.
- Tech engineering environment: modern, innovative, fast-paced, and fun work environment.
- Lunch meals provided.
- Opportunities to grow with the company.
- **Salary:** Competitive & market related.
- **Annual Leave:** 25 days leave per year.

## IF YOU ARE INTERESTED:

- Starting Date: As soon as possible.
- Application Requirements: Please send comprehensive CV including relevant academic results.
- Email Johann de Swardt: [info@etse.co.za](mailto:info@etse.co.za)

## ADDENDUM TO JOB SPECIFICATION:

### IN RESPECT OF EMPLOYMENT AGENCIES

Should the same applicant be recommended by more than one agency, the agreement with the agency which first sent through his/her CV will be honoured. The above statement will only apply if we have advertised a position and requested (in writing) an agency to submit CVs. Only candidates who have been interviewed and referenced by the agent for this specific vacancy will be considered by Etse Electronics, i.e., submission of a CV only, in response to an advert, is not considered sufficient.

### FOR APPLICATIONS NOT APPLYING THROUGH AND EMPLOYMENT AGENCY

Please advise where/how/from whom you learnt of the vacancy. If you do not receive a response within 3 weeks, please accept that your application has been unsuccessful. Regrettably, correspondence will only be with interviewed.

### CITIZENSHIP

Please note that this role is only available to South African citizens.

## ABOUT US:

Etse Electronics was founded in 1997. For almost 26 years we have focused on electronic development and manufacturing. Seven years ago, we joined the Alphawave Group which shifted our focus towards design and support of our own product ranges, divided into two overarching divisions Communication Systems for Space Satellites and Agricultural Technology.

Our company is in Techno Park, the engineering hub of Cape Town, nestled in the heart of the Stellenbosch Winelands region and only 20 minutes' drive from the closest beach.