

## INTERNAL/EXTERNAL ADVERTISEMENT

**Universal Coal and Energy Holdings (Pty) Ltd Limited is looking for a Procurement Coordinator for Head Office situated in Brooklyn, Pretoria.**

### **Purpose of the Job**

Under general supervision, in strict accordance with Company procurement guidelines responsible for the procurement of materials, services, and supplies. Contact suppliers, secures bids and reviews bids with immediate supervisor before placing orders. Expedites the orders with suppliers to meet production or general materials deadlines.

### **Reporting**

Direct reporting to the Group Management Accountant

### **Minimum qualifications and requirements**

Diploma or Degree in Procurement or Accounting

Minimum of 3 years' experience as a procurement officer or related position in the resources industry

Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)

### **Key Customers**

All internal and external stakeholders

### **Key Responsibilities**

Estimate and establish cost parameters and budgets for purchases.

Evaluate, optimise pricing with group volumes and standardise current high cost spend suppliers.

Sourcing / buying the right products as per the requirement of the company.

Continuously monitoring market demand and supply for the required products.

Negotiate with the supplier / manufacturer to get the product at the best price.

Make procurement contract with the supplier as per future demand, the contract can be long term or short term which is based on the product type with no take or pay exposure nor limitations of purchasing outside of chosen suppliers.

Create and maintain good relationships with vendors/suppliers at all times maintaining personal integrity in line with Company behaviours and values.

#### **SOUTH AFRICA OFFICE**

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Company number  
2008/002002/07

Analyse buying opportunities available for a particular situation.

Follow up on the buying process and update the buying status of products.

Collecting sample product and analyse them in terms of price, quality, and availability for different suppliers and then make a buying decision.

Develop and maintain a buying database where you need to keep records of every buying product and update the status of every requisition placed by the different departments.

Check and verify all the required specifications of the purchased products.

Co-ordinate the tender and required quote process for items required by the Procurement policy.

## **SKILLS AND EXPERIENCE**

Proven personal and professional integrity.

Good negotiations and influencing skills.

Excellent interpersonal and communication skills.

Strong mining background, preferable operational experience which enables both technical and financial qualities to flourish.

High proficiency in financial modelling techniques

Strong fluency with Excel formulas and functions

Strong analytical and data gathering skills.

## **WRITTEN APPLICATIONS SHOULD BE SENT TO:**

E-mail: [info@universalcoal.com](mailto:info@universalcoal.com)

**CLOSING DATE: 10<sup>th</sup> JUNE 2021**

**PLEASE STATE CLEARLY THE POSITION FOR WHICH APPLICATION IS MADE. CV'S MUST INCLUDE COPIES OF ALL QUALIFICATIONS.**

**Incomplete Applications will not be considered. In the event that you do not hear from the Human Resources Department within a period of 30 days after the closing date of applications, your application can be viewed as unsuccessful. The CV's of unsuccessful applicants shall not be returned.**