

## VACANCY

<b>Role Title</b>	<b>Central Procurement Officer</b>
<b>Department</b>	<b>Finance – Head Office</b>
<b>Reporting Structure</b>	<b>Reporting Directly to the CFO</b>
<b>Closing Date</b>	<b>4<sup>th</sup> June 2018</b>

### ROLE SUMMARY

The Procurement Officer will be responsible for setting up the Procurement Department for the Group including Developing, Leading and Executing purchasing strategies; Performing cost and scenario analysis; Forecasting price and market trends to identify changes of balance in buyer-supplier power.

He/She will review supplier prices on products, identify the group's out of stocks and stock levels and Track key functional metrics to reduce expenses and improve effectiveness.

### SKILLS PROFILE

#### EDUCATION

- Degree / Diploma in Procurement or Supply Chain Management is essential.

#### WORK EXPERIENCE

- Minimum of 3 years working experience in a similar role.
- Procurement experience in a SAP & Private Hospital environment will be advantageous.
- Computer proficiency in Microsoft Office suite is essential, working experience on SAP is advantageous.

#### COMPETENCIES

He/She needs to be independent, innovative and team-oriented with excellent interpersonal and communication skills at all levels coupled with strong leadership abilities. The incumbent needs to be passionate about customer service excellence, energetic and resilient.

#### APPLICATION PROCESS

#### **BUSAMED IS AN EQUAL OPPORTUNITY EMPLOYER**

The Company's Employment Equity plan and targets will be considered as part of the recruitment process aligned to the Group's Employment Equity strategy. Busamed actively supports the recruitment of people with disabilities.

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to [careers@busamed.co.za](mailto:careers@busamed.co.za) before the closing date cited above.

**Should you not hear from us by the 30<sup>th</sup> June 2018, please accept that your application was unsuccessful.**