



ROLE PROFILE	
Role Title	SENIOR PROCUREMENT OFFICER
Department	FINANCE
Direct Supervisor/Manager	KEITH MONS
Closing Date	6th JUNE 2017
ROLE SUMMARY	
The Senior Procurement Officer will be responsible and manage all purchases for the Busamed Hospital group.	

SKILLS PROFILE
EDUCATION
<ul style="list-style-type: none">• Degree / Diploma in Procurement or Supply Chain Management
WORK EXPERIENCE
<ul style="list-style-type: none">• Three or more years' experience in a private hospital Buying/Procurement Division
KNOWLEDGE
<ul style="list-style-type: none">• Excellent interpersonal and communication skills• The ability to work well under pressure and maintain effectiveness during changing conditions• Buying and stock management experience• Placing of orders and purchasing of stock from approved suppliers• Knowledge in Fixed Assets• Interaction between the Finance Department, Hospital Staff and various Suppliers/Creditors• The capturing of relevant documentation in regards to stock maintenance• Supplier contact and identification of alternative products in the event of supplier out of stocks

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 before the closing date cited above. Should you not hear from us by the 13th of February, please consider your application unsuccessful.
