



BUYER

RENISHAW HILLS – SCOTTBURGH

Renishaw Hills, the premier mature lifestyle village on the KZN Mid-South Coast, is seeking an experienced Buyer to be responsible for accepting all deliveries of stock and ensuring that stock is not damaged and that everything ordered is present and accounted for.

The successful incumbent will be responsible for:

- Phone for prices and quotes from suppliers.
- Place orders for Stock.
- Chase up outstanding orders.
- Capture Requisitions and GRN's.
- Print Audit Trails and Re-order list.
- Check capture against Audit Trails.
- Maintain stock levels and re-order levels by consulting with relevant divisions.
- Receive invoices and code as per procedures. Submit for authorization and payment.
- Maintain outstanding order file.
- Maintain outstanding invoice file.
- Ensure cardexs are updated daily.
- Ensure continuous stock takes.
- Carry out month end stock-take. Submit stock-take sheet to Project Manager.
- Deal with queries in respect of stock requirements, stock balance etc.

Requirements

- Matric
- Computer Literacy
- Valid driver's license
- Experience in a similar environment
- Good communication skills
- Organisational skills

The appointment will be made in accordance with the Company's EE Policy.

Interested applicants should forward their CV's to: e-mail address shlangwe@cbl.co.za.

Closing date: 23 May 2023

Should you have not been contacted within 2 weeks from the closing date, please consider your application unsuccessful.