

BALWIN PROPERTIES IS RECRUITING



Procurement Manager

QUALIFICATIONS & EXPERIENCE REQUIRED

- BCom Degree or Diploma in Procurement, Supply Chain or related qualification
- 8-10 years relevant working experience with 5 years being in a senior procurement position. Valid Drivers license and vehicle
- Experience Type : Managing end-to-end procurement processes, supplier negotiations and strategic sourcing initiatives would be an advantage

Position Type:	Permanent
Job Role:	Procurement Manager
Location:	Cape Town & KZN
Benefits:	Provident Fund / Medical Cover
Joining Date:	As soon as possible

KEY DELIVERABLES

- Management and oversight of pricing secured within budget.
- Management and oversight of buyers in CT and KZN.
- Building good supplier relationships and management of supplier performance.
- Import costs monitored and controlled.
- Supplier compliance (BEE & SHEQ) ensured.
- Site requirements prioritised and supported. Able to provide site management with advice and guidance.

DUTIES AND RESPONSIBILITIES

- Manage the Procurement Department's budget and financial expenditure in line with business objectives.
- Prepare and manage the departmental budget accurately and effectively.
- Monitor and control expenditure against the approved budget.
- Analyse and report on the department's financial performance, including budget variances and corrective actions.
- Identify and implement cost-saving and cash conservation initiatives.
- Monitor and manage financial and operational risks within the department.
- Safeguard company assets, including fixed and working capital.
- Develop, maintain, and manage strategic supplier relationships to support business objectives.
- Liaise and negotiate with suppliers to ensure value, quality, and service delivery.
- Build and maintain effective relationships with internal and external stakeholders.
- Manage supplier and stakeholder relationships across construction and operational projects.
- Network with relevant industry stakeholders to support procurement initiatives.
- Ensure suppliers comply with B-BBEE requirements and provide guidance to improve their B-BBEE status where applicable.
- Support the implementation and maintenance of SHEQ requirements within the Procurement Department.
- Promote and monitor compliance with SHEQ policies, standards, and procedures.
- Ensure adherence to the Supply Chain Quality Management System (SCQMS).
- Participate in and support risk assessments and the implementation of appropriate mitigation measures.
- Provide effective leadership and direction to the Procurement team.
- Manage the Procurement Department to achieve strategic and operational objectives.
- Lead the recruitment, selection, and onboarding of employees within the department.
- Manage individual and team performance through regular performance planning, monitoring, and reviews.
- Coach, mentor, and develop team members to enhance their knowledge, skills, and professional growth.
- Identify training and development needs and facilitate on-the-job coaching and learning opportunities.
- Foster a high-performance culture that promotes accountability, collaboration, and continuous improvement.

SKILLS AND TRAITS

- Ability to perform effectively under pressure in a fast-paced environment.
- Excellent verbal and written communication skills.
- Strong interpersonal and relationship-building skills.
- High level of professionalism with the ability to maintain strict confidentiality..
- Excellent time management, prioritisation skills and deadline driven.
- High sense of urgency with a proactive approach.
- Strong attention to detail and commitment to accuracy.
- Effective problem-solving and analytical skills.
- Highly resilient, adaptable and able to manage change effectively.

Should you wish to apply please send a motivational letter, CV, ID and Academic Records to careers@balwin.co.za

