

Category: PRODUCTION

Job Title: BUYER
Reports to: PURCHASING MANAGER / MANUFACTURING MANAGER

Job Purpose:

Develop and secure the procurement of a range of components to required standards of quality and performance at lowest achievable costs, thereby assisting an efficient and effective production process.

Scope:

Liase with supply chain team and business unit team to establish ongoing component requirements.

Formulate outsourcing strategies that align company goals with supply base manufacturing, quality and cost capabilities.

Negotiate contracts for the procurement of components/services from key suppliers delivering optimum quality, cost and delivery.

Establish component inventory management system with supply base to support the replenishment model, customer service and inventory management objectives.

Build and sustain effective supply base partnerships to assure continuity and general goodwill.

Negotiate the timely availability of components to support new product production needs.

Develop commodity expertise in cost price forecasting and analysis as a key input to margin control and selling pricing decisions.

Knowledge & Skills Required:

Business:

- Good knowledge of market, end product characteristics and user application.

Technical:

- Developed knowledge of supply chain & manufacturing processes
- Computer system skills on ERP
- Analytical skills

Interpersonal:

- Strong interpersonal and communications skills
- Flexibility & initiative

Managerial:

- Excellent organisational & planning skills
- Negotiation skills

Typical Entry Level Education & Experience:

- Qualification in Supply Chain and/or relevant technical or business discipline
- 2+ years in a relevant role

Category: ADMINISTRATION

Job Title: RECEPTIONIST / TELEPHONIST
Reports to: (ADMINISTRATION MANAGER)

Job Purpose:

The efficient handling and routing of incoming calls, together with greeting and assisting of visitors, conducted with courtesy and effectiveness.

Undertake miscellaneous administrative duties as may be required.

Scope:

Switchboard operation and reception of visitors

Maintain updated lists of internal telephone lists and key external contacts

Courteous and tactful screening of incoming contacts as may be required

Daily, weekly, or 'ad hoc' administrative duties as assigned

Knowledge & Skills Required:

Technical:

- Well-developed call handling skills
- Knowledge of modern office equipment operations i.e. fax, photocopier etc.
- In depth knowledge of MS Office and other desktop products
- Familiarity with PABX systems

Administration:

- Basic organisational & administration skills

Interpersonal:

- Excellent interpersonal skills
- Strong verbal & written communications skills
- Tactfulness & diplomacy as may be required in staff, customer, visitor and external company contacts

Typical Entry Level Education & Experience:

- Secretarial / Business Administration Certificate
- Up to 1 year in a secretarial / office administration role

25 Business-Critical Job Descriptions ...and How to Write Them!!

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