

# WE'RE HIRING

## CONSTRUCTION PROJECT BUYER



### JOB BRIEF

The Snowball – Khulakwande Joint Venture School Building Project is looking for Construction Project Buyer who will be able to work independently and who will be responsible for sourcing and identifying Service Providers and negotiating, placing, and recording of all project purchase orders for the said JV project, Plant, and materials for the construction project. You will have a vital role to play in helping ensure the profitability of contracts and will be responsible for ensuring that the most cost effective and appropriate service providers, material, subcontractors, and plant is secured and purchased.

### RESPONSIBILITIES

- Identifying potential suppliers and new products/ materials.
- Contacting a range of suppliers and sub-contractors to obtain quotations.
- Agreeing delivery periods/times.
- Keeping detailed records and maintaining well-organised work schedules.
- Assessing the reliability of sub-contractors and suppliers.
- Dealing effectively with challenges with suppliers and the flow of materials.
- Ensuring compliance with the safety, health and environment requirements of materials and services.
- Providing advice to the project management and Finance team on the predicted cost of individual items.
- Preparing and maintaining cost reports in order to maximise efficiency within the Joint Venture project.
- Negotiating and agreeing the most favourable and affordable terms possible with suppliers once a contract has been secured..
- Being able to communicate well in a written and verbal manner, including inductions and explanation of work; working with all staff, from site workers to directors, in a professional and fair manner.
- Working with the project team and liaising with architects, engineers, surveyors, clients, planners and other professionals and specialists' consultants.
- Attending monthly Management meetings and producing report back on project procurement on each project.
- Requesting information for project through the company RFIs system for projects.
- Working in line with the company's ISO 9001:2008 Quality Management System.

[More Info](#)

**Location: Kimberley**

**Department: Built Environment**





## SKILLS



- Knowledge and understanding of construction materials
- Good communication skills
- Strong maths and budgeting abilities
- Analytical thinking skills
- Negotiation skills.

**Closing Date: 22 NOVEMBER 2023**

**Interested Candidates must forward CV's and qualifications to: [bianca@snow-cons.co.za](mailto:bianca@snow-cons.co.za) Please indicate which position you are applying for in the subject line.**

**Correspondence will only be conducted with short listed candidates. Should you not hear from us within 1 week after the closing date, please consider your application unsuccessful.**

**For enquiries: Bianca Kumalo 053 831 5534 / 066 204 7069**

**SNOWBALL CONSTRUCTION (PTY) LTD IS AN EQUAL OPPORTUNITY EMPLOYER.**

