

VACANCY



BUYER C3

Division: Finance and Supply Chain
Reporting to: Superintendent: Supply Chain Management
Location: Walvis Bay

Primary purpose of the position

To improve procurement efficiency by sourcing from the market, managing purchasing costs, and ensuring timely delivery of products and services in line with company policies and procedures. The Buyer will liaise with both local and international suppliers, support project teams, and address direct purchasing needs from internal customers.

Key Performance Areas

- Procurement Planning and Support
- Cross-functional collaboration on procurement activities
- Sourcing and obtaining competitive quotations
- Purchase order creation and negotiation
- Stakeholder communication and engagement
- Emergency and ad hoc purchasing
- Handling supplier queries and variation orders
- Document control and accurate record-keeping
- Promote and supervise Health, Safety, Security, and Environmental (HSSE) compliance

Critical Technical Competencies for this role

- Strong customer focus and results-driven mindset
- Effective communication and negotiation skills
- Team collaboration and relationship building
- Process and detail orientation
- Ability to influence and manage stakeholders
- Sound application of procurement knowledge

Qualification and Experience Required:

- A Diploma in Business, Supply Chain Management, or Procurement at NQF level 6. CIPS Diploma in Procurement and Supply would be an advantage.
- Minimum of 5 years' procurement or buying experience, preferably in the marine or industrial sector
- Valid driver's license required.

CLOSING DATE: 31 OCTOBER 2025

Namdock will provide remuneration and benefits relevant and appropriate to the position.

Interested candidates that meet the above requirements should apply via recruitment portal www.jobopportunities.net.

Your application should be accompanied by a cover letter, detailed CV and certified copies of your relevant qualifications.

Only applications received via the portal will be evaluated.

Only short-listed candidates will be notified. No documents will be returned.

Note: As an equal opportunity employer preference will be given to candidates from previously disadvantaged groups as defined in the Affirmative Action Act of 1998