



**Internal & External Vacancy
Buyer**

Uis Tin Mining Company Pty Ltd an equal opportunity employer, situated in the Erongo region, hereby invites competent & suitably qualified candidates to apply for the position Buyer. The position reports to the Supply Chain Supervisor.

Key Responsibilities:

- Determine the purchasing needs of the organisation. Forecast demand and evaluate inventory levels, and take orders within the organisation.
- Negotiate directly with suppliers to get the best possible pricing and payment options.
- Cost management to identify areas of potential cost reduction and analyse the impact of pricing changes for goods and services.
- Responsible for inventory management.
- Develop an efficient and accurate system for monitoring all open purchase orders.
- Weekly purchase order reporting to management.
- Assist in the receipt of purchased materials and services, and record keeping of purchases and services.
- Ensure that deliveries correspond with the assigned purchase orders and report any back-ordered or missing products.
- Build relationships with suppliers and manage their performance.
- Conduct routine supplier business reviews, evaluating supplier performance and compliance.
- Maintain proper inventory levels of materials used on a regular basis.

Key Requirements

- Bachelor Degree or Diploma in Supply Chain/Logistic management or related.
- Technical background will be an advantage.
- A minimum of 2.5 years of experience as a Buyer, preferably in a mining environment.
- Analytical mind with ability to make accurate mathematical computations.
- Excellent English written and verbal communication skills.
- ERP system and Microsoft Office Suite experience – Syspro will be an added advantage.
- Valid BE driver's licence.

To apply for this vacancy please visit www.jobopportunities.net, Uis residents and people from previously disadvantaged designated groups are encouraged to apply. Applications for the above positions **will only be accepted via the recruitment portal, www.jobopportunities.net** Your application should be accompanied by a cover letter, detailed CV, and certified copies of relevant qualifications.

Only shortlisted candidates will be contacted and no CVs or attached documents will be returned. Please consider your application unsuccessful if you are not contacted within 2 weeks of the closing date.

Closing date: 15 October 2025