

## FS05 – 1 JOB DESCRIPTION



|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title                                  | Procurement Assistant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Department                                 | Admin                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Job Grade                                  | Admin 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| To Report to                               | Financial Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Summary of Functions                       | <ul style="list-style-type: none"> <li>The main function will be to assist in Procurement and Stock control to maintain stock levels by way of planned procurement, monitoring replenishment of goods and performing accurate stock takes.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Major Duties and Responsibilities          | <ul style="list-style-type: none"> <li>Procurement Planning: <ul style="list-style-type: none"> <li>Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.</li> <li>Check receipted invoices when they arrive to ensure that orders have been filled correctly and that goods meet specifications. Should there be discrepancies the suppliers need to be notified</li> <li>Update PO report weekly with new and open orders and notify Receiving of the expected deliveries with PO numbers.</li> <li>Prepare purchase orders on Pastel as per requirements (ie when, what and how much) and send copies to suppliers and to departments originating requests.</li> <li>Allocates batch codes to incoming raw materials and packaging</li> <li>Capture the Goods Received notes on Pastel</li> <li>Update PO report weekly with new and open orders.</li> <li>Forward invoices to Accounts Payable for payment attaching proper PO and detail information regarding quantities received, proof of receipt or services rendered, department and items purchased and for what purpose</li> <li>Capture production daily on Pastel for accurate stock tracking</li> </ul> </li> <li>Stock Control <ul style="list-style-type: none"> <li>Daily / Weekly / Monthly <ul style="list-style-type: none"> <li>Monitor and ensure stock levels are optimum based on usage, wastage and receipts</li> <li>Providing counters with their stock count sheets</li> <li>Reviewing counts and determining recounts where necessary</li> </ul> </li> <li>General queries regarding stock take needs to be addressed</li> <li>Prepare stock on hand report based on count</li> </ul> </li> </ul> |
| Authority                                  | <ul style="list-style-type: none"> <li>Procurement / stock control / Administrative procedures as trained</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Food Safety Requirements/ Responsibilities | <ul style="list-style-type: none"> <li>Apply basic hygiene and sanitation and adhere to food safety related rules and activities as per factory and facility instructions.</li> <li>Perform Food Safety and Quality related activities as part of the FSMS and QC/QA functions.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Organizational Relationships               | <ul style="list-style-type: none"> <li>Liaise with Production / Admin and Support staff</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Qualifications                             | <ul style="list-style-type: none"> <li>Matric and a Tertiary qualification in Sales and/or Business</li> <li>MS Office Certification</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

|                  |                                                                                                                                                                                  |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                  | <ul style="list-style-type: none"> <li>• Diploma or similar in Procurement</li> <li>• MS Office certification</li> </ul>                                                         |
| Physical Demands | <ul style="list-style-type: none"> <li>• Physical work</li> <li>• Cognitive activities.</li> <li>• Ability to bend and safely lift up to 13.60kg to a height of 1.2m.</li> </ul> |
| Work Environment | <ul style="list-style-type: none"> <li>• Food Factory – Admin Office</li> </ul>                                                                                                  |

***To apply please email your CV to [info@k9petfoods.co.za](mailto:info@k9petfoods.co.za)***

***Closing date for applications: 10<sup>th</sup> October 2025***