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## Production Buyer

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You are hereby invited to apply for the above vacancy

### Responsibilities:

- To procure goods and services on a daily basis
- Request quotes
- Order completion
- Revolving queries
- Expediting of orders to ensure delivery dates are met
- Communicate to all parties involved, internally and externally
- Arrange assemblies – quotes and orders with external assembly companies when required
- Monitor supplier performance and resolve non conformances
- Assist with cost cutting
- Process daily PR's for company requirements.

### Required Education & Experience:

- Grade 12
- 3 – 5 years' relevant working experience
- Microsoft Office experience: ( Excel, Word, Outlook, Power Point)
- Configuration exposure ( Advantageous)
- An understanding of electronic production principles
- A thorough knowledge of electronic components.

### Competencies & Behaviours:

- Excellent communication skills, fluent in English ( verbal and written)
- Attention to detail
- Analytical thinker
- Motivated, enthusiastic approach, with a get it done attitude.
- A team player but can also work on your own, proactively
- Willing to work overtime when required.

**Start Date: ASAP**

**Please submit your CV to Brunique Cyster  
at [bruniqued@reutech.co.za](mailto:bruniqued@reutech.co.za)**