

Procurement and Logistics Manager



Introduction to SOLA Future Energy

At SOLA, we believe that Africa's future relies on affordable, clean and accessible energy. Solar energy – a distributed power source that can run a building, factory, or even an island for 25 years – can pay off in just 5 years. We drive an inclusive economy in Africa through our clean and reliable energy systems, that create sustainable savings for commercial and industrial properties. SOLA has an established track record of successful projects in South Africa.

Overall purpose of the position:

To ensure that the supply chain needs of the company are met in a timely and cost-effective manner.

Reports to: Chief Project Manager
Location: Cape Town or Johannesburg
Direct Reports: Yes, 1

Summary of Responsibilities:

- Maintain detailed information about equipment in a Solar PV Project.
- Analyse business needs and ensure access to the best possible materials.
- Maintain and manage an appropriate inventory of supplies and materials.
- Develop detailed sourcing and category plans to maximize effectiveness and efficiency.
- Implement procurement and logistics processes to ensure efficiency, cost savings and best practices.
- Suggest, track and manage KPI's.
- Create monthly reports for management, including forecasts.
- Maintain positive working relationships with strategic suppliers to assure cost, quality, and delivery targets are met.
- Review and negotiate pricing, and produce savings where possible.
- Manage vendor/supplier contracts, including negotiation of renewals and bids / tendering processes for new suppliers, and monitoring delivery against agreed terms.
- Regularly interact with key stakeholders in identifying business needs, in order to benefit from early procurement involvement.
- Work with finance team throughout the procurement cycle to assist with forecasting and budgeting.
- Create documentation necessary for the acquisition of materials and services.
- Place and track orders with vendors and suppliers.
- Monitor and control logistics of materials and equipment (travel, storage, clearing and handling).
- Provide updates about procurement related progress and potential delays on a daily basis to the Project Managers.
- Manage storage and warehousing facilities.

Key Performance Indicators

- % Delivery On Time
- % Warehouse Stock
- Equipment Order Cycle Time

Minimum Requirements:

- BComm Degree, preferably in a related field such as logistics, supply chain management or similar.
- At least 3-5 years work experience in a similar position, within a technical or engineering environment.

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- Previous experience with the major electrical equipment suppliers will be highly beneficial.
- Previous experience within the renewable energy industry, specifically PV, will be highly beneficial.
- Must be fully proficient in English (verbal and written communication);
- Must be fully computer literate (MS Office Suite and Google App Suite);
- The ideal candidate will be passionate about the renewable energy industry and the company's contribution to the future of energy; He/she will embody respect and responsibility in the full sense of the word, and will enjoy contributing to a team of highly knowledgeable professionals.

If you are interested to apply, please submit your application to hr@solafuture.co.za

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