

Trade and Commodities Manager Western Cape

TITLE

TRADE AND COMMODITIES MANAGER WESTERN CAPE

REPORTS TO

NATIONAL OPERATION DIRECTOR

JOB SUMMARY

Trading commodities and coordinating Exports

Responsibilities:

1. Procurement of recyclable material from vendors and small recyclable companies

- Search for vendors in the market
- Have meetings with owners of small recyclable companies
- Facilitate trade

2. Ensure operations in trade meets WastePlan standards

- Coordinate Exports on National basis
- Material dry and free of contamination
- Advise vendors and small recyclers on their operations
- Ensure vendors delivering to WastePlan MRF's comply to SHEQ regulation on sight
- Apply specialist market knowledge to obtain the best possible price for material
- Ongoing market research
- Managing of logistics

3. Administrational responsibilities, reports, client records

- Keep Excel spreadsheet reflecting all purchases and sales
- Facilitate transactions to head office for payment
- Assist debtors clerk in retrieving monies via healthy relationship with client
- Update trading orders
- Check weighbridge slips to generate purchase orders
- Consolidate and check all transactions

4. Liase with external suppliers and clients

- Facilitate ongoing relationship
- Engage in further and increasing trade volumes
- Encourage BBBEE solutions
- Price negotiating with client. Approval from manager before higher price is offered.

5. Logistical support

- Assist in moving stock quickly off the floor to buyers
- Arrange for collection of loads in buy-back
- Negotiate placement of balers, cages and bins.

6. Training

- Provide regular regional training with Contract Managers and advise on niche products to satisfy the present market conditions
- Provide specialist advice on acceptable quality standard of material
- Technical support to WastePlan MRF's

Core Competencies:

- Practical experience and knowledge of trade recyclables.
- Excellent Communication and inter personal skills
- Excellent time management and organizational skills
- Ability to work under pressure, multitask and effectively set priorities
- Attention to detail and a high level of accuracy
- Maintain a high level of confidentiality
- Ability to adapt to changing work requirements and situations
- Problem solving skills and the ability to identify opportunities for process, system and work area improvement
- Performance orientated – possess initiative, enthusiasm and self-motivation to make things happen and gets things done, self-starter working well with limited supervision
- Excellent work ethic
- Demonstrated proficiency in the use of MS Office, especially Excel

Required education and experience

- Matric / Grade 12.
- Minimum 3-5 years working experience in a similar role
- Relevant qualifications and experience, knowledge and skills
- High proficiency in Microsoft Office is essential
- Valid Code 8 Driver's License and own reliable transport preferable
- Must be well presented, professional and have excellent communications skills

Employment will be implemented in accordance with the Employment Equity Act.

Closing date: 18 January 2019

Please forward your CV to kareemah@wasteplan.co.za