

INTERNAL/EXTERNAL JOB POSTING

JOB TITLE: Supply Chain Coordinator
PATERSEN GRADE: C3
DEPARTMENT: Sales
LOCATION: Western Cape
REPORTING TO: Regional Sales Manager

PURPOSE OF THE JOB

The purpose of this role is to ensure the sustainable procurement of timber products by establishing and nurturing relationships with external suppliers.

QUALIFICATIONS AND EXPERIENCE

Minimum Job Requirements:

Relevant qualifications in **supply chain management or industrial engineering** with four to six years' related experience and/or training; or equivalent combination of education and experience.

The following qualifications and experience are preferable:

- Must have sound knowledge of procurement and importation of goods.
- Must display managerial / leadership abilities and skills
- Experience with price analyses, source selection and justification.
- Computer literacy/ Microsoft Office/ internet software and BC.
- Ability to negotiate with suppliers.
- Knowledge of timber products and insight to SA Sawmilling industry.
- Sound application of financial administration in area of responsibility.
- Proven ability to manage multiple priorities and operational processes
- Must be able to formulate and manage operational budgets.
- Code EB driving license.

Duties and responsibilities

- The role involves building a network of sustainable lumber suppliers, negotiating advantageous contracts, maintaining positive supplier relationships, managing performance and product quality to avoid disruptions, and ensuring visibility and accurate records of supplied products, volumes, and prices.
- Developing and managing the operational budget for the supply chain and timber procurement, conducting variance analysis for compliance, providing monthly performance reports to the Sales Manager, maintaining accurate records, and efficiently processing all related paperwork to ensure timely stock replenishment and updates.

Tel: +27 21 866 1512

info@mto.co.za
www.mto.co.za

Private Bag X5024,
Stellenbosch, 7599

MTO Group | Jonkershoek Valley Road |
Jonkershoek | Stellenbosch | 7600

MTO Forestry (Pty) Ltd | Company Reg. No: 1994/006586/07

Directors: L L Xate (Chairman), G I Carrihill, H Maharaj, R Sewpersad, C M MacMurray, M J Solomon, X N Nkala (Ms), A Kapp (Mrs)
Alternates: D O Roberts | Company Secretary: C K Loydall (Mrs)

- Monitoring inventory levels and outstanding sales orders to identify when to replenish stock through production or external suppliers, ensuring optimal inventory management.
- Tracking planned toll sawing production from other mills and processing purchase orders for received stock and transportation.
- Managing logistics and documentation for exports and imports while ensuring efficient processing of requisitions, data entry, and communication with suppliers and customers.
- Sourcing and negotiating with transport service providers for intercompany transfers, maintaining relationships, and efficiently processing transport-related documentation.

This appointment will be made strictly in accordance with the Company's Employment Equity Plan. MTO Forestry values diversity and aspires to reflect this in our workplace. If you do not receive a response from us within 21 working days of the closing date, please be advised that your application was unsuccessful.

Please apply directly to Freya Bahcic (freya@mto.co.za) with an updated CV as well as copies of qualifications. Any enquiries regarding this position can also be directed to Freya Bahcic. Applications should be received by close of business on **17 April 2025**

For more information about the MTO Group visit: www.mto.group

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