



New Position Available

23134-790 on Highway A1,
Ha Nyenye Maputsoe Urban Area,
Leribe, Kingdom of Lesotho
Email: dumelang@orlesotho.com
www.orlesotho.com

Job Description - Buying Administrator

Location: Maputsoe, Leribe District, Lesotho

Reports To: Finance and Supply Chain Manager (FSCM)

Works Closely With: Purchasing Officer, Compliance Department

Preferred Start Date: 1 April 2026

1. Position Overview

The Buying Administrator plays a critical role in supporting Organic Rosehip Lesotho's rosehip procurement operations by ensuring the secure delivery, control, and reconciliation of procurement funds used during the buying season. The position is responsible for transporting authorised buying funds to designated field buying locations, ensuring that funds are issued according to company procedures, and verifying that all purchases made with those funds are properly documented and reconciled.

During the rosehip harvesting season, large volumes of raw material are purchased from harvesters through authorised buyers across multiple collection areas. The Buying Administrator is a high risk role that ensures that funds are delivered safely, transactions are properly recorded, and all buying activities comply with the company's financial control and traceability procedures.

The role requires careful verification of purchasing records, reconciliation of cash issued against quantities purchased, and confirmation that delivery notes and supporting documents accurately reflect the rosehip received. Any inconsistencies between funds, documentation, and purchased stock must be identified and reported immediately.

The position requires strong attention to detail, high integrity, and the ability to communicate effectively with buyers, drivers, and internal departments to ensure that procurement activities remain transparent, traceable, and compliant with company procedures.

Applications

To apply please submit your application on www.orlesotho.com/careers

2. Key Responsibilities

Procurement Fund Administration

- Receive authorised procurement funds from the Finance and Supply Chain Department for rosehip buying operations.
- Count, verify, and prepare funds before issuing them for field buying activities.
- Deliver procurement funds to designated buying locations according to company procedures.
- Ensure that funds are issued only to authorised buyers and in accordance with approved buying plans.
- Maintain clear records of funds issued for each buying activity



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Secure Transport and Handling of Funds

- Ensure the safe and secure transportation of procurement funds to and from field buying locations.
- Follow company security procedures when handling and transporting cash.
- Coordinate with authorised security services when required to ensure safe movement of procurement funds.
- Maintain confidentiality regarding procurement funds and operational movements.

Verification of Buying Activities

- Verify that purchases made by field buyers correspond with authorised buying quantities and approved pricing structures.
- Confirm that purchasing records accurately reflect quantities bought and payments made.
- Review buying documentation to ensure all transactions are properly recorded and supported.

Cash and Stock Reconciliation

- Reconcile procurement funds issued against quantities of rosehip purchased and payments made to harvesters.
- Verify that remaining funds, payments, and purchased quantities are consistent with procurement records.
- Identify any discrepancies between funds, records, and purchased stock and report them immediately to the Purchasing Officer or Finance and Supply Chain Manager.
- Ensure that reconciliation is completed promptly and accurately after each buying cycle.

Documentation and Delivery Control

- Prepare and verify delivery notes and procurement documentation for purchased rosehip delivered to the facility.
- Ensure that all supporting documentation for purchases, including receipts and buying records, is complete and accurate.
- Maintain organised procurement registers tracking purchases by buyer, location, and date.

Traceability and Compliance Support

- Ensure that procurement records support full traceability of rosehip purchases from harvesters and buying locations to the processing facility.
- Work closely with the Compliance Department to ensure documentation meets company procedures and certification requirements.
- Assist in preparing procurement records required for audits and internal reviews.

Reporting and Communication

- Prepare regular reports summarising procurement fund usage, buying activity, and reconciliation results.
- Communicate regularly with buyers, drivers, and internal departments to ensure procurement operations run smoothly.
- Report any operational, financial, or documentation concerns promptly to management.



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Operational Support

- Provide administrative support to the Purchasing Officer and Finance and Supply Chain Manager during the rosehip buying season.
- Assist in coordinating procurement documentation and operational activities during peak buying periods.
- Support the implementation of company procedures designed to ensure transparent and controlled procurement operations.

3. Required Skills and Competencies

- Strong attention to detail and numerical accuracy
- High level of integrity and trustworthiness in handling funds
- Good organisational and record-keeping skills
- Ability to maintain accurate documentation and registers
- Good communication and interpersonal skills
- Ability to work under pressure during busy buying periods
- Basic financial administration skills
- Ability to follow established procedures and internal controls

4. Qualifications and Experience

Minimum Requirements

- Certificate or diploma in Accounting, Finance, Business Administration, or a related field
- Experience with administrative or financial record keeping

Preferred

- Experience in cash handling roles
- Experience with rosehip process and manufacturing

5. Personal Attributes

The successful candidate should demonstrate:

- A high level of honesty and accountability
- Strong reliability in handling sensitive financial responsibilities
- A careful and methodical approach to record keeping
- Good teamwork and the ability to work closely with procurement and compliance teams
- A willingness to support operational needs during peak buying season

6. Working Conditions

The role is based in Maputsoe and requires travel around Lesotho for 3 to 5 days per week during the peak buying periods. Work volumes will increase during peak buying periods when large quantities of rosehip are purchased from suppliers. The role requires careful attention to security procedures when handling funds and procurement documentation.