Jean-Paul van Staden

Purchasing, Shipping and Inventory

Ypsilanti, MI | 734.373.3252 | jpvanstaden94@gmail.com | linkedin.com/in/jeanpaulvanstaden

Authorized to work in the U.S. for any employer. No visa sponsorship required, now or in the future.

SUMMARY

I have ten years of experience in South Africa, mostly in procurement and inventory control. I've placed purchase orders, held suppliers to agreed prices and delivery dates, and checked supplier invoices against the order and what was delivered. I've also arranged and tracked shipments with couriers and freight companies. At LTM Energy Group I bought solar equipment and batteries, and at SKG Properties I handled about $330K to $1M a year in purchasing before moving to Michigan in 2026.

SKILLS

Purchasing: purchase orders, RFQs and RFPs, bills of quantities, comparing quotes, negotiating price and terms, supplier compliance

Invoices and records: 3 way match (purchase order, delivery and invoice), accurate purchasing records, spend tracking in Excel

Shipping and inventory: booking and tracking courier and freight shipments, ordering by part number, weekly cycle counts

What I've bought: solar equipment and batteries, IT hardware and components, supplies for property operations

Systems: SAP ERP, advanced Excel (pivot tables, lookups), Power Query, Power BI reports, Microsoft Office

EXPERIENCE

Assistant Manager Oct 2026 to Present
Anderson Paint Company, Ann Arbor, MI

- Started in Aug 2026 as a Sales & Customer Service Associate and was promoted after two months.
- Open and close the store as key holder, check cash and card totals against the day's sales report, and prepare the bank deposit.
- Supervise the team on shift and run the store when the manager is away.

Procurement Buyer Aug 2025 to Jun 2026
SKG Properties, Centurion, South Africa

Property development and management company.

- Handled purchasing for property operations, about $330K to $1M a year, including sourcing, RFQs, bills of quantities, negotiation, award and supplier compliance.
- Got at least three quotes on every purchase and sometimes weighed lead time and delivery as well as price.
- Held suppliers to the prices and lead times we agreed on, and tracked spending in Excel to spot cost trends.

Procurement Officer Feb 2025 to Aug 2025
GoBid, Pretoria, South Africa

Online auction and asset disposal company.

- Processed RFQs and bills of quantities, compared supplier quotes, and analyzed purchasing data for management reports.

IT Stock Controller Nov 2023 to Dec 2024
First Technologies, Centurion, South Africa

IT hardware and services provider.

- Ordered IT components from suppliers by part number and ran weekly cycle counts to keep inventory accurate.
- Built Power Query and Power BI reports showing management what stock was on hand and how it moved.

Procurement & IT Officer May 2023 to Oct 2023
LTM Energy Group, Midrand, South Africa

- Bought solar equipment, components and batteries, and managed RFQs, bills of quantities and supplier negotiations.
- Handled inventory control and weekly counts, and built Power Query and Power BI reports for procurement and stock.

Earlier roles Aug 2015 to Apr 2023

IT Support / Stock Controller at Deltrolux (2022 to 2023), Sales Consultant / IT Support at X-Technologies (2022), owner of a small IT business (2021 to 2022), Category Sourcing Analyst / IT Procurement Administrator at Barloworld (2019 to 2021), and Admin Salvage Operator, then IT Procurement Administrator, at Salvage Management & Disposals (2015 to 2019). Wrote RFPs and RFQs, negotiated with suppliers, and kept procurement data accurate.

EDUCATION AND TRAINING

- **High School Diploma:** National Senior Certificate, Rustenburg High School, South Africa (2012)
- **Certifications:** Microsoft Azure Fundamentals and Azure Data Fundamentals (2023)
- **Courses:** Excel from Beginner to Advanced (Udemy, 2025) and Power BI Practical Guide (Udemy, 2022)
- **Languages:** English and Afrikaans, both fluent