



**INTERNAL/EXTERNAL ADVERT
SUPPLY CHAIN ADMINISTRATOR
PATTERSON JOB GRADE B3: (Ref No: SCMADMIN 112021)
All-inclusive package – R 208 592 CTC PER ANNUM**

Applications are invited from suitably qualified candidates for the **Supply Chain Administrator** position in the Finance Division. The position reports to the Supply Chain Controller.

MINIMUM REQUIREMENTS & JOB COMPETENCES:

- National Diploma in Accounting, Supply Chain/ Logistics or Purchasing Management;
- Thorough understanding of PFMA, PPPFA and Treasury Regulations;
- Computer Literacy in Microsoft Office;
- 2-3 years verifiable experience in similar position;
- Knowledge of ACCPAC Accounting package or related
- Above Average Interpersonal Communication Skills;
- Self-motivated and able to use own initiative;
- Team Player who works thrives under pressure;
- Customer Service Orientation;

MAIN DUTIES:

- Provide administrative support to the Bid Committees;
- Provides administrative support specifically related to Supply Chain function;
- Provide reports on demand or on regular basis;
- Sourcing of new suppliers in order to ensure continuous flow of services as required by the Entity;
- Maintain a high level of service to customers (internal and external) according to service level agreements and within the service standards as set by the Entity;
- Effective and timeous communication;
- Timeously communicate in a professional manner with internal and external parties and respond to queries within 24 hours;
- Establish contract and capture information on the system in accordance with approved contract conditions;
- Perform weekly expediting on outstanding orders.

Interested candidates are requested to send detailed CV's for the attention: HEAD – Corporate Services by email to: scmadmin@shark.co.za .Please Quote Ref. No **SCMADMIN 11 2021**, in your correspondence.

Closing Date: 17 December 2021

*No late applications will be considered. Correspondence will only be limited to shortlisted candidates. Should you not hear from us within 15 days after the closing date, please consider your application to have been unsuccessful. **Selection will be made in terms of the entity's employment equity targets.** We reserve the right not to proceed with this application process. All shortlisted applicants will be subjected to pre-screening assessments.*

“APPLICATIONS FROM PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY”