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**INTERNAL/EXTERNAL ADVERT  
SUPPLY CHAIN ASSISTANT  
PATTERSON JOB GRADE B1: (Ref No: SCMASS 112021)  
All-inclusive package – R 138 000 CTC PER ANNUM**

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

**MINIMUM REQUIREMENTS & JOB COMPETENCES:**

- Matric with Mathematics/Accounting studying towards a National Diploma/Degree in Accounting, Supply Chain or related;
- Thorough understanding of PFMA, PPPFA and Treasury Regulations
- Computer Literacy in Microsoft Office;
- Knowledge of ACCPAC Accounting package or related;
- Two (02) years verifiable experience in a similar position;
- Above Average Interpersonal Communication Skills;
- Attention to detail;
- Planning, Organising;
- Team Player who thrives under pressure;
- Customer Service Orientation;

**MAIN DUTIES:**

- Work closely with various business units to confirm that data used in the analysis is accurate and assessed with integrity before forwarding for processing;
- Provide administrative support to the Bid Committees
- In support of the supply chain team, test, track and measure data to drive tactical or other business activities;
- Responsible for administration, quotations, records and filing systems;
- Assist with automation and production of standard reports;
- Compile information for monthly reporting and forecasting;
- Timeously communicate in a professional manner with internal and external parties and respond to queries promptly within 24 hours;
- Perform weekly expediting on outstanding orders.

Interested candidates are requested to send detailed CV's for the attention: HEAD – Corporate Services by email to: [scmass@shark.co.za](mailto:scmass@shark.co.za) .Please Quote Ref. No **SCMASS 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”**