



CAREER OPPORTUNITY / VACANCY

Job Title	:	System Administrator Graduate
Division	:	SAGE
Department	:	Finance
Employment Type	:	12 Month FTC
PURPOSE OF THIS POSITION		
<p>To support the Finance Department within SAGE administration and inventory auditing. The candidate will undergo an intense training plan in line with his/her Bachelor Degree in Informatics or related field. The opportunity arises to make a difference within the Finance Department, where creative thinking, planning and daily activities will contribute to the well-being of Universal Paper & Plastics.</p> <p>Short Term Goal: The candidate will be able to fill any gaps in his/her knowledge and experience to ensure his/her career path is going in the right direction, while absorbing new skills, and to widen his/her horizon within Finance</p> <p>Long term Goal: The candidate will be able to gain supervisory experience of system administration and inventory controls</p> <p>The candidate will be enabled to add value to Universal Paper and Plastics, while increasing his/her functional knowledge of Production and Inventory</p> <p>Basic Functions:</p> <p>The successful candidate will be offered an in-depth insight into production, inventory and distribution management by means of the following:</p> <ul style="list-style-type: none"> • System Administrator: <ul style="list-style-type: none"> • Manage users • Inventory management <ul style="list-style-type: none"> • Auditing stock movements 		
EDUCATIONAL REQUIREMENTS		
<ul style="list-style-type: none"> • Bachelor Degree in Informatics of related • Computer literate with detailed practical knowledge of Microsoft Excel, Word and PowerPoint, Sage X3 		
REQUIREMENTS - EXPERIENCE		
<ul style="list-style-type: none"> • Goal orientated 		





- Able to work under pressure
- Must be able to multi-task
- Positive attitude – improves communications, promotes better teamwork and increase morale
- Strong analytical skills
- Problem solving ability
- Microsoft Office (Excel, Word, PowerPoint)

ADDITIONAL REQUIREMENTS

- Speak, read and write fluently in English
- Take pride in his/her work
- A focused, self-motivated approach to work
- Energetic, dependable, honest and thorough
- Able to work in a fast-paced environment
- Deadline Orientated
- Strong interpersonal skills, to effectively interact with all teams, areas and levels of the business, affecting the planning process

APPLICATION FOR THIS POSITION

- Your **CV** must please be submitted **to Shamiel Narrandes** via e-mail: careers@upap.co.za
- Open for all candidates who meet the minimum criteria.