



## CAREER OPPORTUNITY

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| <b>Job Title</b>   | : <b>Procurement Administrator</b>       |
| <b>Division</b>  | : <b>Procurement</b>                     |
| <b>Department</b>  | : <b>Supply Chain</b>                    |
| <b>Employment Type</b>   | : <b>Permanent Monthly paid position</b> |
| <b>PURPOSE OF THIS POSITION</b>  |  |
| <p>To provide support to the procurement team by carrying out general administrative duties and placing orders for general consumables. This role involves organizing and storing data, capturing requisitions and purchase orders, updating records, and responding to order issues.</p> <p><b>Purchasing</b></p> <ul style="list-style-type: none"> <li>▪ Source miscellaneous, routine and recurring purchases e.g. Stationery, PPE, IT Consumables, Cleaning Consumables, Office Furniture and Appliances, SHEQ requirements etc.</li> <li>▪ Capture purchase requisitions and prepare purchase orders.</li> <li>▪ Follow up with suppliers to check if the order is being processed timeously.</li> <li>▪ Request outstanding invoices and submit for receipting.</li> <li>▪ Attach purchase orders to stock receipts and submit to accounts for payment.</li> <li>▪ Arrange documentation for COD and CAI purchases and submit to accounts for payment.</li> </ul> <p><b>Inventory Management</b></p> <ul style="list-style-type: none"> <li>▪ Monitoring the appropriate stock levels for all general consumables.</li> <li>▪ Ensure adequate stock is kept on all printer cartridges.</li> <li>▪ Be aware of low supplies to ensure purchase orders are placed in advance of stock outs.</li> <li>▪ Conduct regular stock takes on all general consumables.</li> <li>▪ Issuing and tracking of general consumables.</li> </ul> <p><b>Data and Document Governance</b></p> <ul style="list-style-type: none"> <li>▪ Update and maintain master data.</li> <li>▪ Ensure all procurement related documents are filed systematically.</li> <li>▪ Track and notify buyers before contract expiry / revaluation date to action accordingly.</li> <li>▪ Provide additional administrative support to the team as required.</li> </ul> |  |



### Ad Hoc

- Schedule and arrange collection time slots with suppliers and communicate to the logistics department by completing the internal collection note.
- Completion of any procurement related forms such as customer information forms and credit applications.
- Ensure samples are received from suppliers and documented through their trail period, follow up with internal stakeholders to ensure all relevant feedback is supplied to procurement surrounding the trial of the sample.
- Assist with function/parties – arrange pricing on required items
- Track printer meter readings and send to supplier

### EDUCATIONAL REQUIREMENTS

- Matric
- Proven 3-years work experience in business, government, legal, public or secretarial administration.

#### Ideal:

- Knowledge of office management systems (ERP) and procedures, experience with SAGE will be advantageous.
- Qualifications or short-term courses in secretarial or administrative studies will be advantageous.

### REQUIREMENTS - EXPERIENCE

- Must have strong computer skills: Excel, Word and Outlook
- Excellent communication skills: verbal and written
- Confident and persistent
- The ability to keep calm under pressure
- Methodical & meticulous
- High level of attention to detail
- Excellent time management skills and ability to multi-task and prioritize work
- Organised and proficient
- Basic analytical ability to organise data
- Comprehensive record keeping



#### APPLICATION FOR THIS POSITION

- Submit your **CV** in the drop box in the Serviette Department or e-mail your electronic CV to HR at **[careers@upap.co.za](mailto:careers@upap.co.za)**
- **Proof of qualifications must accompany the application.**
- Closing date: 25 September 2020
- Open for all internal candidates who meet the minimum criteria.