



CAREER OPPORTUNITY

JOB TITLE	System Administrator Graduate
DEPARTMENT	Finance
EMPLOYMENT TYPE	Graduate Programme
PURPOSE OF THIS POSITION	
<p>To support the finance department within the SAGE administrator & with inventory auditing. The candidate will undergo an intense training plan in line with his/her bachelor degree. 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 administrator 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>	
JOB TASKS AND RESPONSIBILITIES	
<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, Business Administration, Information Technology, Supply Chain • Computer literate with detailed practical knowledge of Microsoft Excel, Word and PowerPoint, Sage X3 	





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REQUIREMENTS - EXPERIENCE

- Goal orientated
- Able to work under pressure
- Must be able to multi-task
- Positive attitude – improves communications, promotes better teamwork and increased 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