



CAREER OPPORTUNITY

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| JOB TITLE | System Analyst |
| DEPARTMENT | Finance and Admin |
| PURPOSE OF THIS POSITION | |
| The System Analyst is responsible for overseeing all systems and ensuring staff are supported timeously. | |
| JOB TASKS AND RESPONSIBILITIES | |
| System Operations <ul style="list-style-type: none">– Manage users over multiple systems being used.– Assist users with SAGE/ WMS/Shopware & 3rd Party Partner Integration system related queries.– Daily checks done to ensure the systems are always active.– Assist co-workers with reporting.– System short comings identified, and possible solutions communicated. | |
| Inventory Management <ul style="list-style-type: none">– Daily stock review and ensuring the cost are distributed correctly on production tracking.– Balancing of stock daily all areas both companies.– Identify department short comings and record and report.– Audit stock take process being followed on stock take. Will occasionally be required to conduct stock takes. | |
| Reporting <ul style="list-style-type: none">– Daily reporting on stock variances.– System user alignment for best practice usage and user improvements suggestions. | |
| Compliance <ul style="list-style-type: none">– Stock count monthly audits and system confirmation.– Trial system transactions and ensure the procedures of the Companies are followed. | |

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EDUCATIONAL REQUIREMENTS

- Minimum Excel intermediate level - will be assessed
- Bachelor's Degree in Informatics or Business Administration or Information Technology
- Crystal Report knowledge advantageous
- SQL basic reporting

REQUIREMENTS - EXPERIENCE

- Computer literate with detailed practical knowledge of Microsoft Excel, Word and PowerPoint, Sage X3
- Goal orientated
- Able to work under pressure
- Be able to record and report numerical data accurately for transparency
- Must be able to multi-task
- Positive attitude & Strong Interpersonal skills – improves communications, promotes better teamwork, and increases morale
- Strong analytical skills
- Problem solving ability
- Microsoft Office (Excel, Word, PowerPoint)

APPLICATION FOR THIS POSITION

- Submit your CV to Shamiek Narrandes at snarrandes@upap.co.za
- **Proof of qualifications must accompany the application.**