

Datacentrix Holdings Limited
Incorporated in the Republic of South Africa
(Registration number: 1998/006413/06)
Share code: DCT
ISIN: ZAE000016051
("Datacentrix")

Careers @ Datacentrix

Job Title: Enterprise Administrator

Location: Cape Town

Attend to back-office administration

Primary Role Accountabilities:

- Part requisition, management & reporting ensuring Vendor requirements are met
- Asset management and requisition
- Billing
- Purchase order creation
- Quote creation
- Scheduling of engineers

Critical Requirements - Skills, Experience & Qualifications:

- Experience in financial administration
- Experience in part requisition via vendor warranty process
- Matric /Grade 12 Essential
- Proficiency in Microsoft office
- High attention to detail and accuracy
- Ability to work under pressure
- Work in structured and organized fashion to achieve goals
- Ability to multitask and prioritise tasks
- A great team player
- Strong communication and interpersonal skills with a positive attitude.
- Strong customer services skills
- Have a hunger to continually learn and upskill.

Additional:

- Please note that further checks will be conducted once the candidates are shortlisted (i.e. credit check; SA fraud check; ID verification; academic verification; criminal check).
- Please ensure you provide an updated CV and updated certified qualifications including a
- certified copy of your ID.

Datacentrix is an equal opportunity employer and in filling this vacant position, preference will be given to candidates from Previously Disadvantaged Backgrounds in terms of the Employment Equity Act and practice

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