

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: Project Coordinator

Location: Samrand

The candidate will be responsible for the controlling of Datacentrix Project stock at the Datacentrix Samrand Logistics warehouse. Carrying out of stock counts and hazard identification
Adhering to processes & coordinating exception transactions with analysis & resolving of queries
Verifying all stock received and integrating into the Datacentrix DDN system
Verifying the correctness of the delivery request and Verification of physical stock and bill of material before processing Delivery Notes
Performing maintenance checks of the project area to ensure all stock is in the correct site locations
SHEQ compliance aligned to ISO9001:2015 , ISO14001:2015 & 45001:2017 standards. Participation in internal audits & self-assessments. Reporting of operational risks and SHEQ risks.

Primary Role Accountabilities:

- Identifying and managing of operational risks and Sheq within the department
- Ensuring compliance to all Datacentrix policies & procedures, all internal Logistics regulations, and all previously communicated instructions & processes
- Managing compliance to all transactional approval requirements.
- Ensuring all transactions are processed within Logistics warehouse SLA.
- Resolving of queries and escalating to department manager

Critical Requirements - Skills, Experience & Qualifications:

- Matric \ Grade 12 (Compulsory)
- Logistics warehouse project experience;
- ERP System transactions (transfers etc.) and approval requirements;
- Transaction analysis, investigations, reconciliations, and query resolution;
- Logistics/Supply Chain operations
- Investigations and reconciliations
- Stock Control
- Strong computer literacy skills
- Organisational skills
- Professional and analytical
- Interpersonal skills
- Ability to work without supervision
- MS Office - Excel
- Reading, writing and communication of English

Additional:

- Please note that further checks will be conducted once the candidates are shortlisted (i.e. 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.
- Appointment is subject to conclusion of positive outcomes on these checks

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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