

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: Services Procurement Supervisor

Location: Samrand

The total management of the Datacentrix Gauteng Services Procurement department and all related functions. Staff Management of ±6, including goalsetting, KPI measurement, leave management and skills enhancement. Coordination of processing of ERP transactions including Sales Orders, Purchase Orders, Invoicing, Credit Notes, Stock adjustments and Transfers in accordance to agreed Operational Level Agreements. Constantly measured output and risk reduction. Vendor/Supplier & contractor coordination via conformance and performance management. SHEQ compliance aligned to ISO9001:2015 , ISO14001:2015 & 45001:2017 standards. Order and Invoicing Management. Performance management of department including coordination of internal audits & self-assessments. Collation of high-level reporting including management, analytical and statistical input to output. Drafting, implementing and maintaining policies and procedures, including all Quality documentation. Management of processes & exception transactions, including verification for correctness and approval on all exception transaction, along with analysis & resolving of queries. Implementation and maintenance of all management controls with focus on optimization of resources through system enhancement and process efficiency. Real-time OLA Management and workload distribution. Coordination of all Projects related to Logistics. Strict enforcement of Company Policy. Engagement with Sales and Services Business Units on queries, reports, reconciliations and suggested corrective and preventative actions. Query resolutions and reconciliation to resolve.

Primary Role Accountabilities:

- Transactional Management of all orders and invoicing, processing all transactions within OLA.
- Exception Transaction Management, including approval of all non-standard transactions
- Staff Management :
- Goalsetting's and KPI Management, Performance appraisals, employee engagement, collate & implement internal and external training.
- Performance Management : EXCO, Management, Operational, Statistical and Analytical reporting. Drafting , implementing, and maintaining relevant documents
- SHEQ compliance
 - ISO9001:2015/ISO14001:2015/ISO45001:2018
 - Completion of departmental objectives, actions and risk registers
 - Root cause analysis, corrective and preventative action
 - Participations in annual accreditation, surveillance and process audits

Critical Requirements - Skills, Experience & Qualifications:

- Matric \ Grade 12 (Compulsory)
- Certificate/Diploma in Logistics or Supply Chain Management
- MS Office
- Experience in procurement, Ordering, and Invoicing management
- Experience in EXCO and Holdings reporting and presentations
- Experience in management of department and/or functions
- Supply Chain/Logistics Management experience
- Identifying and providing Internal training
- Financial background
- SHEQ experience, ISO9001/14001/45001
- Order and Invoicing Management
- Supply Chain Management
- Large Project Management
- OLA & SLA Management
- Financial ability of understanding Income statement, balance sheet, Gross Profit and reconciliation experience
- SHEQ - ISO9001/14001/45001
- Formulating and implementing policies and procedures
- Vendor and Contractor Management
- Windows based ERP system experience
- Investigations and reconciliations
- Department management of 10+ staff
- Management of Multi-cultural people, across all levels
- Performance Management
- Meeting coordination, taking and actioning of minutes
- Professional and analytical
- Interpersonal skills
- EXCO and Holdings reporting and presentations
- Internal Audits and Self Assessments
- High level analysis and reporting
- Participation in System Requirements and implementations
- MS Office - Excel and PowerPoint critical
- Reading, writing and communication of English

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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