

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: Imports & Exports Manager

Location: Samrand

The candidate will be responsible for total management of the Datacentrix Samrand Imports and Exports departments, including Staff Management, constantly measured output and risk reduction, Vendor/Supplier & contractor management and coordination via conformance and performance management. SHEQ compliance aligned to ISO9001:2015, ISO14001:2015 & 45001:2017 standards. Imports Ordering, matching of costs, receipting and invoicing Management. Direct involvement in and Management of all Exports transactions. Reconciliation of imports and exports supplier payments. Internal performance management 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 with analysis & resolving of queries. Implementation and maintenance of all management controls with focus on optimization of resources through system enhancement and process efficiency within agreed OLA. Coordination of all Projects related to Imports and Exports. Cross training of all Imports and Exports staff to be proficient in both functions. Management and reporting of all Outstanding Sales and Purchase Order. Statistical and Performance Evaluation reporting for all Logistics departments. Intervening in, and assessing and resolving of all queries, investigations, problem transactions, complex transactions relating to Imports or Exports. Providing expert guidance on all shipments, imports and exports, including risk assessments on destinations, HS Codes, Incoterms, insurance, risks.

Primary Role Accountabilities:

- Identifying and managing of all risks, objectives and action plans total area of management including operational, SHEQ and Legal risks and compliance for the Imports and Exports departments
- Ensuring compliance to all Datacentrix policies & procedures, all internal Logistics regulations, and all previously communicated instructions & processes by self and staff
- Operational Management of full area of management, including all functions of Imports and Exports departments
- Imports and Exports compliance to all relevant legal and statutory requirements
- EXCO and Management and all other reporting from the Imports and Exports departments, submitted by all due dates and times, with correct Datacentrix branding and correct on first submission

Performance Management :

- service deliverables (OLA & SLA), self-assessments and internal audits
- Managing the employee engagement and skills development for full area of management

- Maintaining and assessing all policies and processes in Imports & Exports departments and implementing enhancements where applicable
- Managing corrective, preventative and disciplinary actions for any non-conformances in total area of management

SHEQ compliance :

- Participations in annual accreditation, surveillance and process audits
- Identifying and managing of all risks, objectives and action plans total area of management including operational, SHEQ and Legal risks and compliance for the Imports and Exports departments
- Ensuring compliance to all Datacentrix policies & procedures, all internal Logistics regulations, and all previously communicated instructions & processes by self and staff
- Operational Management of full area of management, including all functions of Imports and Exports departments
- Imports and Exports compliance to all relevant legal and statutory requirements
- EXCO and Management and all other reporting from the Imports and Exports departments, submitted by all due dates and times, with correct Datacentrix branding and correct on first submission
- Performance Management : service deliverables (OLA & SLA), self-assessments and internal audits
- Managing the employee engagement and skills development for full area of management
- Maintaining and assessing all policies and processes in Imports & Exports departments and implementing enhancements where applicable
- Managing corrective, preventative and disciplinary actions for any non-conformances in total area of management
- SHEQ compliance : Participations in annual accreditation, surveillance and process audits
- Vendor & Contractor Management for full area of management

Critical Requirements - Skills, Experience & Qualifications:

- Matric \ Grade 12 (Compulsory)
- Diploma in Imports & Exports Management
- Completed Advanced MS Office Course
- Imports and Exports Management
- Logistics/Supply chain Management
- SHEQ experience, ISO9001/14001/45001
- Management and EXCO reporting
- ERP System transactions (receipts etc.) processing and approvals
- Transaction analysis, investigations, reconciliations and query resolution
- Staff management
- Identifying and providing Internal training
- Implementing, maintaining and managing adherence to policies and procedures
- Management of multiple departments and/or functions
- International Vendor Management
- EXCO and Holdings reporting and presentations

- Meeting coordination, taking and actioning of minutes
- Professional and analytical
- Interpersonal skills

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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