

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: Logistics Business Unit Manager**

**Location: Gauteng**

### **Purpose of the role:**

To Manage Datacentrix Gauteng Technology Logistics in its entirety:

- Procurement (International & Local (Infrastructure & Services))
- Warehouse (Receiving, Warehousing and Despatch)
- Projects
- Document Control
- Exports

To Manage Gauteng Services Logistics:

- Spares
- MPS Consumables (input & guidance on compliance & process, buffer stock management)

This includes input into systems, processes, management controls, relevant training, coordination and reporting

### **Primary role accountabilities:**

- Procurement Management : Objectives and assessments of processes proposing improvements enabling increased output and better controls. Performance stats on Local suppliers. Administration of Outstanding Purchase Orders and ETA's. Operational service deliverables to Sales ensuring timeous feedback and shipping coordination.
- Management of International vendors ensuring import compliance, control of Guiding Pricelists and Forward Cover assessment. Management of the team ensuring orders processed in line with Internal OLA's.
- Warehouse Management (Warehouse of +/- 3000sq meters) : This includes stock cycle counts, monthly stock counts, management of sites & bins in Samrand and off-site locations. Management of processes and OLA's within the Receiving and Despatch department. Monitoring of Insurance (verification), daily stock volumes and value (reports), stock file maintenance (item codes), ageing and obsolete stock (provision). Compliance to International Vendor orders (OPG's) and stock adjustments and transfers (risk).

- Personnel Management (+/- 65 staff including 3 senior managers, 10 middle-managers/supervisors) : Interviews, Coordination of security checks, appointment approvals & paperwork, Resignation communication and paperwork, Maternity leave coordination , Overtime monitoring , Payroll input, Performance Appraisals and Management. Assessments of staff according to workload and project expectations.
- Operational Management : Management of outsource suppliers – Security, Double-Checkers and Despatch/Courier services (including lodging of relevant claims) according to SLA's and business demands. Monthly reconciliation sign off for all sundry supplier payments. Innovation of new suppliers and efficiencies. Cost containment of printing , telephone and general abuse. Review and administer Security requirements continuously focusing on trends , proposing changes where relevant. Manage all security systems according to policy. Control alarm deactivations being the main contact.
- Project Management : Be involved in expectations and coordination of all Logistics Projects ensuring success according to deliverables. Engage with Sales and relevant Project departments. Manage the Warehoused stock system and audit according to policy.
- System and Process efficiencies : Constant assessment of optimization of resources and supply proposals on ways to improve the business (World class Logistics centre).
- Exports Management : Guidance & Control of all Exports (Tech & Serv Logistics) guaranteeing conformance according SARS, Customs and InCo Terms. Management of Freight Forwarders (SOP's & SLA's). Constant communication with sales on requirements and any changes relevant to countries of export.
- Document Control : Supervise the coordination off all system transactions and various manual control documents. To be indexed , scanned and exception reported to resolve.
- Reporting : Statistical , analytical and management reporting (Daily , weekly and monthly) EXCO exception reporting to be submitted monthly. Business Unit presentations to Senior Management on a quarterly basis.
- Spares Management : Profiling assessment of all SLA spares, management of SLA fulfillment, coordination of processes, stock counts (including off-site), system efficiencies (incl Fixed asset register and off-site system), Out with Engineer management of parts and loans. Daily management of courier outsource and FSL efficiencies. Bi annual analysis of stock movement suggesting purge for retirement selling or disposal, simultaneously moving slow moving to excess to stop replenishment cycle. Oversee WIP & Customer owned for repair cycle.
- MPS Consumable Management : Assessment of available stock at all sites and Buffer replenishment. Alignment of off-site system to Great Plains escalating where process has not been followed. Recommend where actions needs to be taken to rectify.
- SHEQ compliance : Coordinate revision of all relevant policies and procedures and drafting of anything new as identified. Supply relevant reports for measurement of Customer satisfaction and Logistics service deliverables. Constant assessment of Risk and relevant risk mitigation implementation.

### **Critical requirements - skills, experience and qualifications:**

- Management of Logistics (at minimum five years experience) with involvement in large project
- Prior Staff Management of a large team from all aspects
- Advanced Excel capabilities
- Microsoft Great Plains skills
- Understanding of Imports and Exports according to Customs and SARS and experience in managing shipments into SA and from SA in Africa
- Knowledge of Management reporting
- Project Management ability
- Understanding of basic SHEQ principles
- History in research and development of improved systems and resource optimization

### **Attributes:**

- Ability to interact with people at all levels
- Great leadership qualities with aptitude to accept instruction and share ideas
- Excellent ability to communicate

### **Contact**

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