

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 Manager

Location: Samrand

The candidate will be responsible for the management of the Datacentrix Samrand Logistics departments of Receiving, Warehouse, Despatch and Projects. Staff management of ±37 with 4 supervisors. Stock Management of the inventory system and the physical inventory within the Samrand Warehouse (including Client Owned Product) and Off-site locations, stock control & verification and preservation of product. Control of security & risk management of the warehouse and stock. 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. 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 Logistics.

Primary Role Accountabilities:

- Identifying and managing of high-level risks, objectives and action plans for overall area of Management as well as Operational, SHEQ and Legal risks and compliance for full area of management and individually for each department
- Ensuring compliance to all Datacentrix policies & procedures and all internal Logistics regulations
- Operational Management of full area of management, including all functions of all departments
- Reporting on all management areas
- Managing the employee engagement and skills development for full area of management
- Maintaining and assessing policies and procedures, including enhancements where required
- Managing corrective, preventative and disciplinary actions for any non-conformances in total area of management
- Vendor and Contractor management, including compliance and KPI management

Critical Requirements - Skills, Experience & Qualifications:

- Matric \ Grade 12 (Compulsory)
- Diploma in Supply Chain/Logistics Management
- Advanced Excel
- Warehouse and Logistics Management (incl stock file management)
- Logistics/Supply chain experience
- EXCO and Holdings reporting and presentations

- Management of multiple departments and functions
- Reporting, Transaction analysis and query resolution
- SHEQ experience, ISO9001/14001/45001
- Identifying and providing Internal training
- End to end large project management
- ERP System transactions (Invoices, receipts etc.)
- Security management - physical (guards etc.) and systems (alarms etc.)
- Warehouse and Logistics Management(incl Client owned & multi-site)
- Stock Control, verification and preservation
- Security Control and Risk Management
- Large Project Management
- Strong computer literacy skills
- Financial ability of understanding Income statement, balance sheet, Gross Profit and reconciliation experience
- 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
- Reading, writing and communication of English
- MS Office - Excel and PowerPoint critical
- Participation in System Requirements and implementations

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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