

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 Logistics Coordinator

Location: Samrand

Candidate will be responsible for the daily processing of all Sales Orders, Purchase Orders, Invoicing, Credit Notes, Receipts Stock adjustments and Transfers in accordance to agreed Operational Level Agreements. Resolving of all queries, including transaction and item histories. Coordinating transactions and queries between Sales, Suppliers and Warehouse. Daily, weekly, and monthly reporting as required by Management. Constantly measured output and risk reduction. Ensuring Vendor/Supplier compliance and escalating all non-conformances to Logistics Management. SHEQ compliance aligned to ISO9001:2015 , ISO14001:2015 & 45001:2017 standards. Participation in internal audits & self-assessments. Verification and coordinating approval of all exception transactions, including verification for compliance on all requests sent for approval, along with analysis & resolving of queries. Participation in increased operational requirements over all month-ends and Financial Year-ends

Primary Role Accountabilities:

- Processing of all system transactions, including, but not limited to, sales orders, purchase orders, receipts, invoicing, credit notes, returns, GP transfers
- Managing compliance to all transactional approval requirements.
- Ensuring all transactions are processed within Logistics Operational Level Agreement.
- Ensuring compliance to all Datacentrix policies & procedures, all internal Logistics regulations, and all previously communicated instructions & processes
- Month-end preparation and management according to transactional cut-off time, and participation in increased operational requirements over all month-ends and Financial Year-ends
- Resolving of queries(from Suppliers /Receiving /Creditors /Debtors and Dispatch) and escalating to Sales and management
- Identifying Operational & Sheq risks and reporting to Logistics Management

Critical Requirements - Skills, Experience & Qualifications:

- Matric \ Grade 12 (Compulsory)
- Experience in Order Management System and ERP System
- Investigations and reconciliations
- Stock ordering, sales engagement, and supplier management
- Strong computer literacy skills
- Organizational 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. 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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