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: Administrator

Location: Cape Town

Attend to back-office administration

Primary Role Accountabilities:

- Part requisition, management & reporting ensuring Vendor requirements are met
- Asset management and requisition
- Billing
- Purchase order creation
- Quote creation
- Scheduling of egineers

Critical Requirements - Skills, Experience & Qualifications:

- Experience in financial administration
- Experience in part requisition via vendor warranty process
- Matric /Grade 12 Essential
- Proficiency in Microsoft office
- High attention to detail and accuracy
- Ability to work under pressure
- Work in structured and organized fashion to achieve goals
- Ability to multitask and prioritise tasks
- A great team player
- Strong communication and interpersonal skills with a positive attitude.
- Strong customer services skills
- Have a hunger to continually learn and upskill.

Additional:

- Please note that further checks will be conducted once the candidates are shortlisted (i.e. 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.
- Appointment is subject to conclusion of positive outcomes on these checks

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