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: Business Unit and Sales Administrator

Location: East London

Assist the Business Unit Manager with financial and administrative tasks as well as assist the EL Branch Account Managers with administrative tasks.

Primary Role Accountabilities :

- Assist with reconciling month-end reports for suppliers and customers
- Assist with managing office related expenses, eg. Lunches, stationery, gifts
- Follow up on outstanding debtors
- Generate monthly customer and supplier invoices
- Collect documentation and load new suppliers
- Collect and process expense claims
- Assist with identifying and compiling tender responses in conjunction with the Bid Team – Ability to compile a tender response accurately with little assistance.
- Maintain and update national tender list
- Ensure BEE information of suppliers are up to date
- Assist with procurement and distribution of office supplies
- Co-ordinate training of internal staff
- Manage training agreements, schedules and costs
- Consolidate timesheets and extract reports
- Managing projects and resources on timesheets system
- Assist with travel arrangements for staff, incl generating eREQ PO's
- Liaison with Finance in Cape Town and Johannesburg offices
- Maintain email group and asset register
- Collect and maintain staff CV's and skills matrix
- Assist with customer birthday list and event lists as well as invites
- Compile and maintain a customer contact list
- Ensure compliance to Datacentrix corporate templates

Critical Requirements - Skills, Experience & Qualifications:

- Matric or Grade 12 Essential
- Post Matric or Business Administration Qualification is advantageous
- Strong administrative and organisational skills and at least 3 years' experience of prioritising and working to deadlines
- Financial background an advantage
- Excel experience an advantage
- Good communication skills essential
- Energetic, precise and a quick learner
- Knowledge of an ERP System – Great Plains an added advantage

Contact

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