

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: Project and Operational Administrator

### Location: Port Elizabeth

Overall responsibility for the successful planning, execution, monitoring, control and closure of projects, operational administration and management of branch service delivery

### Primary Role Accountabilities:

- Generates project status reports, establishes project timelines.
- Leads project meetings and ensures projects are delivered on time
- Provides administrative and logistical support to project implementation teams.
- Manages project-driven vendor relationships.
- Provide Regular feedback to customers
- Operational Administration including ISO and SHEQ
- ITSM Service delivery coordination and management

### Critical Requirements - Skills, Experience & Qualifications:

- Matric or Grade 12 Essential
- Graduate preferable
- Must have a strong customer focus, results oriented.
- Must have current experience in running IT related projects at a minimum of 3 years as SDM or PM
- Must have extensive experience IT service delivery
- Strong IT Project Management Skills
- Ability to Manage and Co-ordinate Sales, Technical Teams and Vendors
- Ability to prioritise tasks efficiently and effectively.
- Ability to multitask – run multiple diverse tasks simultaneously
- Ability to pay attention to detail, follow directions and maintain a high level of accuracy.
- Excellent written and verbal communication skills.
- Drivers licence and own vehicle essential

### 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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