



ADMINISTRATOR: SCM -B BAND

R 24 010.60-R33 290.42 Basic Salary Per Month

REFERENCE CODE: ADMN_SCM

Based at ERWAT Head Office (Hartebeesfontein Office Park)

Purpose of the Job: To perform general administration functions for the SCM Manager SCM, SCM Specialists as well as provide general office support.

Key Responsibilities: Support Supply Chain Management team effectiveness. Download data from SOLAR system for SCM Manager, SCM Specialist and Officers. Assist in all office administration and general office duties, such as filing and housekeeping in the office. Assist in scanning and filing of purchase order packs in preparation of the audit cycle. Daily document tracking and monitoring of purchase requests / job cards issued by end user department. Assist with internal and external audit requirements. Take minutes for meetings. Capture new vendors on Solar and keep records of vendor documents.

Key Knowledge and Skills: MS Office, General Report Writing, Budgeting, Asset Administration, Report consolidation, Minute Taking and Distribution, General Filing, Supervision of Cleaning Contractor.

Minimum Requirements:

- Grade 12.
- 3 years relevant experience in general office administration.
- Knowledge working on SOLAR will be advantageous.
- No managerial experience Required.

Special Requirements: Computer Literacy – High proficiency in Microsoft Word, PowerPoint and Excel. Knowledge working of the MFMA and Municipal Systems Act and Regulations. Record Keeping experience and document management. Ability to work in a team.