

SCM ADMINISTRATOR

**Salary: (C1/T9) R21 542.27
per month (Basic Excluding
benefits)**

JOB PURPOSE

- The administrator will be responsible for managing various administrative tasks such as scheduling, coordinating meetings, handling correspondence, and maintaining records.
- Their efficiency ensures that day-to-day operations run smoothly, allowing other team members to focus on their core responsibilities without unnecessary distractions

DUTIES AND RESPONSIBILITIES

- Conducting site inspection on suppliers in the database or registering to be included in the database (JDE)
- Capturing suppliers data on the relevant databases and updating existing suppliers
- Categorizing of suppliers in terms of their function and level
- Assist with bid closing process and recording thereof
- Provide guidance and first line support to vendors
- Assist with supplier performance and progress reporting
- Monitor supplier relations and performance
- Coordination SMME reporting requirements
- Assist in promoting and supporting SMME's companies
- Filing and record keeping
- Ensure compliance to Supply Chain Policy, MFMA, PPPFA, BBEE and all relevant circular's
- Prepare correspondences
- Assist with supplier development workshops
- Performs miscellaneous job-related duties as assigned
- Inviting suppliers through national advert to register in the database annually
- Recruit suppliers of scarce commodities
- Perform miscellaneous job-related duties as assigned

*atccave-o
16/07/2024*





Joburg|Market

a world class African city



SCM ADMINISTRATOR

**Salary: (C1/T9) R21 542.27
per month (Basic Excluding
benefits)**

QUALIFICATIONS

- Diploma in SCM / Finance / Logistics
- Up to 3 years relevant experience

Joburg Market is an equal opportunity employer. All appointments will be made in accordance with Joburg Market Employment Equity Policy. Joburg Market reserves the right not to make appointment

Email to: SAdministrator@joburgmarket.co.za

Please note all CV's must have the following

Attachments: Cover Letter, certified copy of ID, and supporting qualifications, if not attached your application will be rejected.

NO APPLICATION FORMS MUST BE COMPLETED

By submitting your application for a position at Joburg Market, you are consenting that the personal information submitted as part of your application may be used for the purposes of Recruitment and Selection and related process.

Please take note that if you are not contacted after 4 weeks of closing date; consider your application as unsuccessful.

N. B. Applicants from Indian, Coloured and White population Groups are encouraged to apply.

The closing date is 30th April 2024 at 12:00 pm.

Wiccan Venter
16/04/2024