



Job title	Procurement Administrator
Location	Johannesburg
Contract Type	Permanent
Reporting Structure	Reports to Procurement Administrator
Position Description	<p>SEIDOR Networks is looking for an experienced Procurement Administrator at our Woodmead, Johannesburg Branch.</p> <p>The Procurement Administrator will be responsible to organize and coordinate all procurement operations and procedures. Administer purchase orders, delivery notes and invoices; place orders timeously; daily follow-up on outstanding order, quotes, invoices and deliveries as well as communicate with all parties involved via email and sending out updates and feedback.</p>
Role Requirements	<ul style="list-style-type: none"> • Completed Grade 12 • Completed relevant Tertiary Qualification (i.e. Financial, Accounting, etc.) OR 2 Years Related Experience • Knowledge working on SAP (advantage) • PC Literate; Proficiency in all MS Office Packages • Solid, hands-on experience with specific focus on performance procurement services and responsibilities within a procurement role • Solid experience and knowledge in office procedures and protocol with the ability to enforce, maintain and manage on a daily basis • Good administrative skills • Excellent business communication and writing skills • Excellent time management such as planning and organizing skills
Key Responsibilities	<p>Quotations:</p> <ul style="list-style-type: none"> • Ensure that required quotations are received from internal sales department, check pricing and obtain necessary approvals <p>Purchase Orders:</p> <ul style="list-style-type: none"> • Process and generate a purchase requisition • Match purchase order to quote and ensure that all the information is correct • Print and distribute purchase orders to the suppliers as required

	<ul style="list-style-type: none"> • Follow up on all purchase order's status: <ul style="list-style-type: none"> - Follow up internally - Obtain estimated lead time from suppliers in order to establish progress • Keep record off purchase requisitions and orders <p>Verification:</p> <ul style="list-style-type: none"> • Check that the delivery note / invoice is signed and verify against the quotation and purchase order • Follow up on delivery lead times and communicate internally with the initial requestor (s) <p>Invoicing:</p> <ul style="list-style-type: none"> • Receive signed invoices / delivery notes • Hand over Invoice Packs to Internal Account Administrator and Creditors Controller • Follow up on supplier payments where required and communicate where necessary <p>Reporting:</p> <ul style="list-style-type: none"> • Capture stock on the system • Update and generate Stock Movement Report • Update Payment List / Schedule • Communicate with all relevant stakeholders to ensure the process flows smoothly <p>Miscellaneous & General:</p> <ul style="list-style-type: none"> • Ensure proper filing of complete waybills • Documentation received from suppliers • Perform any other work-related duties and responsibilities that may be assigned from time-to-time by management • Inventory Management
<p>Key Attributes</p>	<p>Qualities we are looking for:</p> <ul style="list-style-type: none"> • Ability to work without constant supervision • Adaptability • Apply high level of confidentiality • Meticulous with attention to detail and high level of accuracy • Ability to multitask and work well under pressure • Ability to use own discretion and initiative • Customer orientated • Professionalism • Positive attitude



	<ul style="list-style-type: none">• Team player• Hard worker• Someone who is willing to learn• Strong communication
HR Contact	Lynette du Plessis 011 018 3000 lynnetted@seidorafrica.com