



VACANCY

An opportunity of an Administrator has become available within Schoonbee Landgoed, Support Services department. Suitable candidates must have the following requirements:

- Matric/Grade 12
- 3 - 5 years' experience in a similar role

Primary Purpose of the Role:

Ensures effective and efficient administration within the department.

Duties & Responsibilities:

- Manages and reviewing of filing and office systems.
- Drafts, types, and prepares reports and correspondence for suppliers and subcontractors.
- Opens and closes job cards.
- Processes orders and requisitions
- Liases with external suppliers
- Obtains quotations and estimates.
- Processes intercompany invoices and orders
- Follows up on GRV's and stock issued.
- Processes EPR's
- Captures data on SAGE Pastel Evolution
- Prepares diesel, petrol journals for processing.
- Submit fuel management data on monthly basis.
- Submit DMS data.
- Report on asset register movement.

Interested candidates should send their CV's to hradmin@schoonbee.co.za quoting the position, they are applying for, by no later than Wednesday, 20 March 2024.