

DATABASE ADMINISTRATOR

Duties will entail: Invitation to prospective and current suppliers • Verify, capture information and compile list of prospective suppliers • Monitoring of outstanding orders at month end • Assist Quotation Section with preparation of quotations to Expenditure and with capturing of all orders issued • Maintain registers and reports • Internal and external communication.

Minimum requirements: Grade 12 • 1-year relevant experience • Computer literacy.

Preferred requirements: A relevant 3-year tertiary qualification preferably in SCM/Logistics/Procurement • 1-year relevant experience • Valid Code B driver's license • Computer literacy (MS Office).

Competencies: Written Communication • Oral communication • Attention to detail • Influencing • Ethics and professionalism • Organisational awareness • Problem solving • Planning and organising • Business processes • Use of technology • Data processing and analysis • Service delivery orientation • Client orientation and customer focus • Team orientation •

T8 (Estimated CTC R401 873.66 p.a.)

Basic Salary: T8 (R 243 743.53 – R316 393.36 p.a)

Enquiries can be directed to **Mr A Plaatjies** at **022 701 6866**