



Supply Chain Management Administrator x 2

2018-04-30

The above-mentioned position is available in the Finance Department in the Supply Chain Management Unit at Robben- Island Museum. Reporting to the Unit Manager Acquisition the incumbent will be responsible to Oversee acquisition of goods and services of Robben Island Museum

Duties and Responsibilities:

- Sourcing of Quotations;
- Assessing Sourced information from service providers/suppliers;
- Requisition Management;
- Follow-up outstanding Orders;
- Record Management.
- Render bid administrative support services;
- Invite bids/quotations
- Implement strategic sourcing plan/procurement plan;
- Generate and process orders;
- Receive goods;
- Invoice Processing/Facilitate payment;
- Render Bid Secretariat support to SCM structures;
- Implement SCM structures' resolutions;

Requirements:

- B Degree or B Tech in Finance, Public Management, Business Administration or Management, Logistics, Supply Chain Management, Purchasing Management or equivalent;
- 2 – 3 years' Administrative experience, Preferably in Finance environment;
- Good interpersonal Skills;
- Excellent administrative skills- be able to work with a high level of accuracy;
- Be able to work under pressure;
- Deadline are very tight; accurate reporting is a must;
- Supplier focus, Respond and deal effectively with supplier;
- Must be able to work as part of a team;
- Must be able to work reliably and responsibly with internal and external colleagues.

RIM is an EE, AA, employer, RIM reserves the right not to make an appointment if suitable candidate are not found.

Forward a detailed cv, accompanied by certified copies your ID and qualification certificates as well as contactable referees, to recruitment@robben-island.org.za by no later than 30 April 2018. Note : If you do not hear from us within 30 days, please consider your application unsuccessful. Please note your attachment should not exceed 10 MB: