



merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

The merSETA is the Manufacturing, Engineering and Related Services Education and Training Authority established through the Skills Development Act. This SETA encompasses the metal and engineering, auto manufacturing, motor retail, tyre manufacturing and plastics industries.

INTERNAL & EXTERNAL ADVERT

We have an excellent opportunity for the following professional to enhance in our Supply Chain unit:

Temp: Supply Chain Administrator (B5)

Salary: 24 818. 85 pm

FIXED TERM CONTRACT: 6 MONTHS

HEAD OFFICE

The prime focus – The Temp Administrator will need to cover admin work as per below:

Duties:

1. Responsible for daily Procurement of goods and services (RFQ's)
2. Ensure compliance with Supply Chain related Legislation and internal Standard Operating Procedures
3. Receive, issue and replenish consumables and stationery (Inventory Management)
4. Assist Supply Chain Unit with quarterly Stock Count
5. Open vendor files for new suppliers
6. Price negotiations
7. Purchase order administration
8. Electronic records management
9. Assist Supply Chain Coordinator with clean-up of all vendor files, bulk filing and archiving exercises when required.

Qualities, experience, knowledge and skills required:

- NQF level 6 qualification in Supply Chain/Logistics/Procurement or related field.
 - Minimum 1 year experience in Supply Chain Administration.
 - Knowledge of PFMA, Inventory management and Seta's will be advantageous
 - Strong computer skills (MS Office)
 - Attention to detail
 - Must be highly organised
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The merSETA is an equal opportunity employer; however, **Preference will be given to Affirmative Action Candidates and People with Disabilities in line with the EE Plan.** Please submit a detailed CV, qualification and application form and motivational letter to: recruitment@merseta.org.za

Only shortlisted candidates will be contacted. **Internal applicants will be shortlisted only if they meet all the requirements.** Only shortlisted candidates will be contacted. Should you not be contacted within 21 days after the closing date, please know that your application was not successful. **The MERSETA reserves the right to not make an appointment.**

CLOSING DATE: 06 February 2023