



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: R24 264.24 pm

FIXED TERM CONTRACT: 6 MONTHS

HEAD OFFICE

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

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 organized
 - Able to operate in a confidential environment
 - Excellent planning, organising and coordination skills
 - Be able to work without supervision and under tight time frames
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The merSETA is an equal opportunity employer; however, **Preference will be given to AffirmativeAction Candidates and People with Disabilities in line with the EE Plan.** Please submit a detailed CV, qualifications, application form and motivational letter to: recruitment@merseta.org.za

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: 02 November 2023