

**Internal/External Vacancy Advert**

**Date of advertisement: 10 November 2021**

**About us:**

Our commitment to our stakeholders is to be the best and most successful IT distributor in our region. We strive towards this goal by being the most valued channel for our partners and by contributing to the growth and profitability of our shareholders, staff, vendors, channel partners and their customers.

**Axiz is an equal opportunity employer and this position will be filled in accordance with our current Employment Equity practices.**

**Job Specification:**

<b>Position:</b>	Office Administrator- Botswana	<b>Location:</b>	Botswana
<b>Company:</b>	Axiz	<b>Department:</b>	RAGA – Botswana
<b>Employment Type:</b>	Permanent	<b>Reporting to:</b>	Regional Sales Manager

**Purpose of the position:**

Assist the branch and account managers with daily tasks and admin.

**Key Responsibilities:**

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| <ul style="list-style-type: none"> <li>Assist the branch in all internal operations</li> <li>Ensure inventory is maintained accurately to comply with company's working capital targets and customer satisfaction metrics</li> <li>Assist with quotes from sales account manager and business units</li> </ul> | <ul style="list-style-type: none"> <li>All administrative duties including petty cash, POD's, Stock oversight, Credit notes, reseller application form filling, debtors collections</li> <li>Assist the team with other related functions when and where required</li> </ul> |
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**Job Requirements:**

<b>Education and Experience:</b>	<ul style="list-style-type: none"> <li>Matric/Grade 12 with exemption (preferred)</li> <li>Degree/Diploma in Marketing an advantage</li> <li>Minimum 2 years' experience in supply chain and inventory management within the IT Industry (essential)</li> </ul>
<b>Technical Competencies:</b>	<ul style="list-style-type: none"> <li>MS Office (Advanced) essential</li> <li>Stock Management on ERP system will be an advantage</li> <li>CRM explorer and Crystal reporting will be an advantage</li> <li>Knowledge regarding accounting principles will be an advantage</li> </ul>
<b>Behavioural Competencies:</b>	<ul style="list-style-type: none"> <li>Negotiating Skills</li> <li>Analytical Thinking</li> <li>Networking</li> <li>Business Acumen</li> <li>Innovative</li> <li>Action Orientated</li> </ul>

**Application Process:**

**Contact Person:** The Recruitment Team

**Telephone Number:** 011 237 7000

**E-mail address:** [careers@axiz.com](mailto:careers@axiz.com)

**Closing Date:** 19 November 2021

**The company is under no obligation to fill this position and should you not have had any feedback within 2 weeks after the closing date, you may consider your application unsuccessful.**