

**Internal/External Vacancy Advert**

**Date of advertisement: 11 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>	Operations Administrator X2	<b>Location:</b>	Gauteng
<b>Company:</b>	Axiz	<b>Department:</b>	Central Operations
<b>Employment Type:</b>	Permanent	<b>Reporting to:</b>	Operations Manager

**Purpose of the position:**

Assist the Operations/Finance Manager to manage a strategy to optimize product/brand performance in the market place and achieve set targets.

**Key Responsibilities:**

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| <ul style="list-style-type: none"> <li>Administration of ordering process (back to back and for stock);</li> <li>Sourcing from alternate suppliers when required. CBN ordering;</li> <li>ETA management and dissemination of ETA list daily. Expedites and follow-ups with suppliers and Imports team to optimize lead times as far as possible;</li> <li>Daily and weekly reporting as required;</li> <li>Sales support including dealing with customer queries and assistance with quoting where required;</li> </ul> | <ul style="list-style-type: none"> <li>Inventory management – restocking for stocked parts;</li> <li>Suggestion of alternate parts where available;</li> <li>Pricelist and special bid creation and maintenance;</li> <li>Be able to organize time effectively, with the purpose of completing today's work;</li> <li>Service ordering, receipt and invoicing as well as quote assistance 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;</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>Analytical thinking and decision making;</li> <li>Business Acumen and action orientation;</li> <li>Drive for Results, composure and customer focus.</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.**