

**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>	Operations Administrator	<b>Location:</b>	Gauteng
<b>Company:</b>	Axiz	<b>Department:</b>	Advanced Technologies – HPE
<b>Employment Type:</b>	Permanent	<b>Reporting to:</b>	Executive

**Purpose of the position:**

Responsible for providing operational assistance to the BU.

**Key Responsibilities:**

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| <ul style="list-style-type: none"> <li>Review open sales orders for which back orders need to be placed daily.</li> <li>Submit all quotations (IQ) on the HPE Portal and do the follow-up until pricing received.</li> <li>Send all pricing files received to the relevant Sales team.</li> <li>Update the tracking sheet with IQ's submitted, received and Sales Transaction (ST) uploaded in SAGE.</li> <li>Schedule weekly meetings with Sales teams for feedback on quotations.</li> <li>Update Business Partner (BP) list from Portal and upload in SAGE.</li> </ul> | <ul style="list-style-type: none"> <li>Submit all IQ's and BOM's received from Pre-Sales into SAGE and send mail to Sales team.</li> <li>Perform follow ups on open sales order where stock is allocated and able to invoice.</li> <li>Ensure all queries received / placed to be resolved within SLA time.</li> <li>Follow up on all supported calls logged on the HPE Portal and update tracking sheet with responses received.</li> <li>Use IQ/Quote tracking sheet with Open Sales Order sheet to assist with pipeline setup.</li> <li>Assist with ETA dates and queries</li> </ul> |
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**Job Requirements:**

<b>Education and Experience:</b>	<ul style="list-style-type: none"> <li>Sufficient organizational skills and ability to carry out multiple intricate tasks</li> <li>Very good knowledge of the HPE operations and principles</li> <li>Extensive administrative skills</li> </ul>
<b>Technical Competencies:</b>	<ul style="list-style-type: none"> <li>Advanced Excel knowledge (Vlookups, Pivot, Formatting and basic formulas)</li> <li>Basic SAGE knowledge will be an advantage</li> </ul>
<b>Behavioural Competencies:</b>	<ul style="list-style-type: none"> <li>Action orientated, Show initiative</li> <li>Customer service ethic with a track record of good customer service and continuous improvement and able to work independently as well as a member of a team</li> <li>Actively seeks feedback, able to withstand criticism and use constructive criticism to improve and willingness to go beyond the call of duty and to work long hours</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.**