

## Job Posting

**Position:** Site Administrator 2 (Inventory Control)  
**Job Grading:** B4  
**Job Type:** Permanent  
**Location City / Town:** Retreat, Cape Town, Western Cape  
**Reporting to:** Distribution Centre Manager

### PURPOSE OF THE JOB:

- **Implement the company's Operational Administrative strategy with the aim of controlling costs, generating savings, and rationalizing administration.**
- **Manage and maintain Customer accounts.**
- **Follow strict administrative protocols in processing Sales Invoices and Credits.**

### Minimum Job Requirements:

- Grade 12 or equivalent
- Must be computer literate with emphasis on Microsoft Office
- Must display financial administration knowledge and skills.
- Basic mathematical ability
- BC experience essential
- VIP Payroll/ coordination of payroll data
- Sound communication skills
- Knowledge of Compsol/ ECOIDA
- Code EB driving license.

### Duties and responsibilities

- Enforce the company's inventory management policies with the aim of controlling costs within budgetary limits, generating savings, rationalising inventory, and maximizing available working capital.
- Manage and maintain the company's raw material and stocked product inventory on ERP and Excel register.
- Ensure incoming product is receipted and managed appropriately and in accordance with company procedures on ERP.
- Liaise with Site Operator and Suppliers regarding deliveries and collections. *(All Stock)*
- Ensure consumables and raw materials are ready and available for production as and when required.
- Import stock onto ERP System
- Capture and process all Purchase Orders on the ERP System.
- Follow-up and ensure that all PO's have been processed and finalised (invoiced and submit for payment)
- Any related ad hoc instructions.

**Housing : No Housing**

**Transport : No Transport**

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**Closing date** : 27 January 2025


Please complete and submit application with HR Department or fax or email for attention of **Armand Burger**.


Mail : [Armand@mto.co.za](mailto:Armand@mto.co.za)

*Filling of this position will be done in terms of the requirements of the Company's Employment Equity Policy and Plans. If you do not receive a response from us within 21 working days of the closing date, please be advised that your application was unsuccessful*

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