

Broadband Infraco, a long distance national and international optic fibre connectivity network infrastructure provider based in Radiokop, seeks to appoint a suitable candidate to the following employment opportunity:

INTERNAL AND EXTERNAL JOB ADVERTISEMENT

**ADMINISTRATIVE ASSISTANT: SCM X2
6 MONTHS FIXED TERM CONTRACT (SA-CONNECT PROJECT)**

Key Responsibilities:

Reporting to the Manager: Planning and Performance, the incumbent will:

- Attend to enquiries from Business Units requesting to procure goods and services.
- Assist Supply Chain Management staff with general office duties upon request.
- Coordinate and schedule meeting appointments as requested.
- Take minutes during departmental meetings.
- Assist with distribution / preparation of documents / correspondence.
- Purchasing and maintenance of stationary stock level.
- Capture and update inventory list on pastel. Produce the monthly usage report for Finance manager.
- Travel and accommodations bookings for procurement department.
- Correspond with vendors regarding their database registration and any other procurement enquiries.
- Create Purchase Requisitions for Supply Chain Department.
- Request for quotations. Issue of purchase Orders and get Procurement manager to approve.
- Closing of tenders. Issue tender numbers sequentially.
- Record the tender status on the departmental board.
- Record contract and alert contract manager about the expiry date.
- Maintain contracts documentation, track and follow documentation through the contracting processes to ensure completion.
- Verify delivered goods according to Purchase Order. Contact vendors for any variations on goods delivered.
- Keep records and database updated on a regular basis and ensure system compliance and procurement policy is adhered to.

Qualification and Experience:

- Diploma in Administrative Management.
- Must have at least 2 – 3 years administrative experience preferably in finance department.
- Knowledge of procurement processes and database management.
- Computer literacy, Microsoft office suite – Intermediate.

Applications and a comprehensive CV to be e-mailed to careers@infraco.co.za

Enquiries should be directed to **Ms Hermina Lebelo – Contact Details: 011 235 1605 (Office Hours)**

Closing Date: 11 December 2024

Broadband Infraco reserves the right not to make an appointment or to make a temporary appointment in accordance with the current organizational requirements. Appointment is subject to verification of the applicant's qualifications and reference checking. Applications received after the closing date will not be considered.

Correspondence will be entered into with short-listed applicants only. If you have not heard from us within 4 weeks, you should consider your application unsuccessful. Placement will be in accordance with the Company's Employment Equity Plan. Persons with disabilities are encouraged to apply.