

Internship Programme : Supply Chain Management X 1 (12 months contract)

Remuneration : R113 955.00 per annum

Reference number : ASA00049/2021

Purpose of the programme:


The incumbent will be provided with the opportunity to gain experience in Supply Chain Management.

Key responsibilities:

- Create and send orders
- Ability to initiate a tender document and to understand the requirements of tender
- Source and obtain quotations daily
- Expedite orders daily
- Liaise with internal and external clients/customers
- Assist in Contract Management functions
- Exposure to report-writing and information-gathering
- Assist with supply chain market analysis
- Assist with office and logistics support
- Ensure compliance to Agrément South Africa's transformation agenda
- Perform ad hoc procurement-related administrative duties
- Handle general and user enquiries
- Asset physical verification quarterly
- Perform general administrative and records management duties
- Loading of suppliers and customers (creditors & debtors)
- Capturing transactions on pastel accounting system
- Updating requisitions and purchase order register on a weekly basis
- Updating contract register monthly
- Updating commitment schedule monthly
- Proper filing system both electronic and manual daily

Qualifications:

- Grade 12 certificate

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- Three-year degree in Supply Chain Management

Experience:

- 1-2 years Supply Chain Management,

Skills, experience and competencies

- Computer literacy
- High degree of accuracy
- Thorough understanding of the business process
- Attention to detail
- Problem-solving ability
- Numerical skills
- Communication skills
- High degree of customer focus and care
- Ability to meet demanding deadlines
- Negotiation skills
- Teamwork and ability to work in groups is essential;
- Understanding of compliance to Agrément South Africa's policies, procedures and ethics

Application process

The candidate will be subjected to integrity checks before appointment is made. Interested parties should forward their CV's with your name, surname, position title and reference number on the subject line (**e.g. Antoinette Gerber: Position interested in: Reference no: ASAxxxxx**) to email address recruitment@agrement.co.za by no later than **10 May 2021 at 16h30**.

Agrément South Africa is committed towards increasing the representation of marginalized groups in line with its Employment Equity Policy.

Please note that correspondence will be limited to shortlisted candidates only.

Applications must be sent to recruitment@agrement.co.za.

Agrément South Africa reserves the right not to make any appointment.