

Expediting Administrator - Engineering Sector

Remuneration:	to be discussed
Location:	Johannesburg, Vaal Triangle
Education level:	Diploma
Job level:	Junior/Mid
Type:	Permanent
Reference:	#EXPEDITING ADMIN
Company:	Worldwide Positions

Job description

Expediting administrator required for engineering/manufacturing company in the Vaal area.

Successful candidate will be responsible for:

- expediting and order tracking
- monitoring of shipments and projects to ensure they are on schedule
- communicating with various parties and ensuring prioritization of important projects
- supplier coordination
- ensuring all documents are accurate
- ensuring quality of orders/projects
- resolving problems
- keeping customers informed
- continuously assessing expediting processes and seeing where improvements can be made
- receiving sales orders from customer service and ensuring delivery date and dispatch information is correct
- communicating with internal sales

This list is not all duties, but an idea of the responsibilities involved in the role.

Please state job ad reference in subject line of application email

Requirements

- grade 12 with tertiary qualification in business administration/logistics
- SAP One experience - non negotiable
- Excellent MS Office skills - advanced Excel
- Excellent communication skills
- Logistics experience (exports and imports)
- Three years in a similar working environment

Posted on 10 Apr 11:40, Closing date 9 Jun

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