



INTERNAL AND EXTERNAL ADVERTISEMENT

Gauteng Enterprise Propeller (GEP) is a Provincial Government agency established under the auspices of the Department of Economic Development, to provide non-financial support; financial support; and co-ordinate stakeholders for the benefit of SMMEs in Gauteng

THE GEP INVITES INTERESTED AND SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING POSITIONS:

Supply Chain Clerk

Purpose of position:

To provide an effective and efficient administrative support function in the procurement of goods and services.

Key Responsibilities

- Compiles information and records to prepare purchase orders.
- Verifies specifications of purchase requests.
- Prepares purchase orders and send copies to suppliers and to units originating requests.
- Compares prices, specifications and delivery dates to determine the best bid among potential suppliers.
- Respond to enquiries about order status, changes and cancellations.
- Perform buying duties when necessary.
- Contact suppliers to schedule or expedite deliveries and to resolve shortages, missed or late deliveries and other problems.
- Compare supplier invoices with quotes and purchase orders to verify accuracy.
- Check deliveries when they arrive to ensure that orders are filled correctly and goods meet specifications.
- Track status of supplier performance.
- Maintenance of supplier data base in accordance with the National treasury database (CSD)
- Distribute necessary forms to the public
- Assist with administration work, i.e. compiling of minutes, filing Process purchase requisitions and purchase orders

Minimum Requirements and Experience

- National Diploma in Procurement/Finance or related field of study.
- 6 month's experience in procurement

Competencies (Skills Knowledge & Attitudes)

- MS Office,
- PASTEL Accounting Skills,
- Knowledge of Financial Management Principles,

GEP advocates for equal opportunities. Previously disadvantaged individuals and people with disabilities are encouraged to apply. Kindly note that full background checks will be done on successful candidates. **Suitable applicants must e-mail detailed, updated CVs with a covering letter to: recruitment@gep.co.za, with subject being the position applied for, by no later than 10 May 2019.** Note that candidates who have not been contacted within 30 days of the closing date must consider their applications unsuccessful