

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

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, filling

Key Relationship Interfaces:

- All units within GEP.
- Government stakeholders.

Requirements:

- National Diploma in Procurement/Finance or related field of study.
- +1 year experience in procurement\ supply chain.

Competencies (Skills, Knowledge & Attributes)

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

Please forward detailed, updated CV accompanied by a cover letter relating how your experience matches the position.

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 candidates must e-mail their applications to: **recruitment@gep.co.za**, with subject being the position applied for, **by no later than 23 September 2020 at 17h00**. Note that candidates who have not been contacted within 30 days of the closing date must consider their applications unsuccessful