

INTERNAL ADVERTISEMENT

A vacancy exists for a National Field Services Support Coordinator in Johannesburg.

The responsibilities of the position include but not limited to:

- Manage the day to day running of the Reception area, which includes the routing of telephone calls and receiving of visitors, etc.
- Provide administrative support to any end user making use of services supplied by NFSS
- Managing contracts for tool of trade, where applicable and communicating to HR for debt repayment where required
- Provide reporting on request, including standard weekly and monthly reporting requirements, ensuring that deadlines are met
- Coordination of procurement & disposal of company vehicles, ensuring that all controls related to the assets are adhered to
- Processing of insurance claims for all company vehicles until resolution
- Requisition of all relative quotes, authorisation approval and issuing of purchase orders where required
- Administration of fleet cards, from requisition to delivery, including cancellation where required
- Identify and report on anomalies which are prevalent on the vehicle tracking system
- Processing of traffic infringements on company vehicles, ensuring that the line manager of the driver & relative fleet is provided with the data to claw back funds from the employee
- Ensuring that all company vehicles are licensed on time
- Engage with all NFSS suppliers, to obtain quotes, load on procurement system, issue purchase order and ensure that delivery is received and documentation for payment is captured for settlement
- Procurement of all tool of trade which form part of the NFSS offering to the relative staff
- Issuing of mobile hardware where required
- Provide administrative and managed assistance on company owned cellphone & data contracts
- Ensuring that all documentation is filed in a central repository, in a manner which ensure ease of reference
- Ordering of department stationary, ensuring that key items are always in stock
- Perform ad hoc related duties where required

In order to be considered for the position, the following requirements must be met:

- Matric
- 4-5 years office administration experience is non negotiable
- Diploma in administration will be advantageous
- Previous fleet administration will be advantageous
- Proficient on MS Office, with advanced MS Excel experience

Behavioral Competencies:

- Planning & Organising
- Communication & Impact
- Customer Focus
- Problem-solving
- Initiating Action
- Team work
- Passion & Attitude
- Detail Orientation
- Computer Literacy
- Adaptability
- Coping with stress / change