

	EXTERNAL & INTERNAL ADVERT	Effective Date 19/08/2015	Doc Number SPMS-F5213
		Doc Type Form	

Position:	Repairs Administrator
Area/ Location:	Head Office - Boksburg
Position Code:	SPMS132
Reporting to:	Repairs Manager

Nature of Position:

The Repairs Administrator will be responsible for providing comprehensive administrative support to Internal and External Customers as required.

Minimum

- Matric
- 2 years' experience
- Driver's License
- Tertiary qualification or studying towards will be advantageous
- Computer Literacy
- Communication Skills

Job Requirements:

- Excellent Communication Skills – Both written and verbal in English
- Good interpersonal skills and dealing with clients professionally
- Ability to work under pressure and to interact at various level
- Demonstrated ability to work with minimal supervision and multi-task
- Should be strong in administration
- Clerical and administrative experience in mining environment
- All Microsoft Office packages – Essential
- Knowledge of Spark and Navision an added advantage

Responsibilities:

- Provide administrative support to Internal and External Customers
- Capturing of repair unit details on database for non SLA mines
- Resolve internal and external queries within 24hrs (exception is 48hrs) , escalate if not resolved
- Dispatch items for repairs
- Dispatch repaired items back to customer
- Generate Delivery Notes
- Attend Customer Meetings when Required
- Continuous Customer Management / Engagement
- Attend to ad hoc requests by the line manager including attending meetings as requested by the line manager.
- Assist in preparing documents as requested by the line manager

Should you be interested in applying for this position, please discuss with your direct line manager and complete the Internal Application Form: SPMS-F5212

All Completed Application forms to be submitted by:	Friday the 15 th September 2023 @ 15h00		
Contact Person:	Michelle Mackenna	Contact No:	012 450 0960
Email:	mmackenna@strata-safety.co.za		

External Applicants

Should you be interested in applying for this position, please email a copy of your updated CV and Qualifications to Strata Worldwide/SP Mine Safety SA (Pty) Ltd Human Resources Department quoting position code **SPMS132**. **Interviews will only be arranged with applicants that meet the requirements**

All Completed Applications to be submitted by:	Friday the 15 th September 2023 @ 15h00		
Contact Person:	Michelle Mackenna	Contact No:	012 450 0960
Email:	mmackenna@strata-safety.co.za		