



ADMINISTRATOR

Project, Development and Procurement Johannesburg

ABOUT SINGITA

Singita is a conservation brand that has been preserving African wilderness for the past 26 years, offering guests an exceptional safari experience with 15 luxury, award-winning lodges and camps across six regions in Africa.

In partnership with non-profit funds and trusts who implement strategic conservation projects in each region, Singita is preserving and protecting pristine land and wildlife populations, and helping to create economic independence within local communities surrounding the reserves.

WHAT THE ROLE ENTAILS

The core function of the procurement and stock Administrator position is to provide support to the specialists team by carrying out general administrative duties and placing orders for equipment and materials. The Administrator will process and manage allocated, approved job cards. This is done by using systems and technology to drive efficiencies within the Admin team.

This role involves organizing and storing documents, making purchase orders, updating records, and responding to orders. The Administrator will ensure administration and financial process is followed. Stakeholders are kept informed throughout the process.

In addition to the above, the Administrator assists in general support and project coordination within the Johannesburg office.

** Preference will be given to Affirmative Action candidates.*

To apply for this role, please email your CV to Louisa.C@singita.com or complete the application on our website www.singita.com/about/careers

WHAT YOU WILL NEED

- A minimum of 5 years' work experience in a financial, stock control PA or admin role.
- A National Diploma in procurement, inventory, supply chain or related qualification.
- Strong organizational skills, record keeping is a key part of this job, as is monitoring inventory and other administrative duties.
- Sound interpersonal skills (emotional intelligence).
- Excellent customer service, verbal and written skills.
- Good time management with a keen eye for detail.
- Business acumen in working with finances and stock control.
- Computer literate – MS Office and accounting software (Pastel/Palladium).



WHAT YOU WILL DO

- Manage a strong communication link, between customers (Singita Lodge HOD), department specialists and suppliers.
- Deliver exceptional service that exceeds customers expectations.
- Coordinate all allocated jobs once they have been spec'd and approved.
- Keep accurate financial records for jobs / projects (payment submission; reconciliations; AP & AR purchase orders; sales orders; invoicing; dispatch).
- Coordinate and conduct admin tasks as required (within the office, procurement, stock, travel and project admin).
- Administrative policies, procedures and process efficiencies are organised with a logical system of tracking, progressing and recording.
- Project pre-tender submissions, liaise with managers to ensure that bills of quantities, job specifications or terms of reference are clearly defined and presented.
- Holding stock: process sales orders and picks, replenishment of stock to maintain stock levels, stock counts, implementation of loss control measures and storage.
- Reporting: Compile a detailed monthly stock (reporting on variations/ bad risk stock/ performance/ back order) and procurement report.
- Provide support to the Admin Team Leader and ensure this person is informed of job status.
- All roles at Singita may be required to perform other tasks as reasonably requested from time to time and as required by the business and/or operation. Singita fosters a culture of collaboration, and with this a support of the multi-skilling of staff.

OUR CORE VALUES

Core to the success of the individual in this role is that their personal values are aligned with Singita's.



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