

VACANCY

IT ADMINISTRATION ASSISTANT - HEAD OFFICE - DURBAN 3 MONTHS FIXED TERM CONTRACT

Applications for interested and suitably qualified candidates are invited in respect of the above vacancy.

CORE PURPOSE OF THE JOB

To provide administrative support by attending to all procurement related functions within the Information Technology Department.

KEY PERFORMANCE AREAS

- End-to-end procurement processes including timeous preparation of requisitions.
- Reconciliation of invoices to statements.
- Liaising with vendors, suppliers, and service providers in respect of procurement, service level agreements and maintenance of contracts.
- Monitors and maintains key contracts and service level agreements as per the end of dates for renewal purposes.
- Compiling budgetary information including capital commitment schedules and accrual information monthly.
- Updating payment schedules per service provider against SLA values and frequencies.
- Addressing any outstanding payments due.
- Liaising with IT staff in respect of Asset Forms, Order Notes and supporting information.
- Liaising with Business units in respect of service provider engagements / work undertaken related to billing and payments.
- Attending weekly IT Payment committee meetings
- Updating 3g Data Utilisation and Allocation Schedules, with monthly reporting to Performance Exco including recommendations for renewals/cancellations.

QUALIFICATIONS

- Diploma in Office Administration
- Certificate in Procurement would be advantageous
- Proficient in using procurement software and Microsoft Office applications
- Accounting/Financial background would be an advantage

EXPERIENCE

- A minimum of 2-3 years' experience with end to end procurement processing preferably within an IT environment.
- Excellent Office 365 skills with advanced Excel capabilities including the use of PIVOT tables and Lookups.

Forward your CV via email to kameshini@albaraka.co.za.

Albaraka Bank is an Equal Opportunity Employer. Applicants from the previously disadvantaged groups and people with disabilities will be given preference