

VACANCY

IT PROCUREMENT AND PAYMENT CLERK - HEAD OFFICE - DURBAN

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

CORE PURPOSE OF THE JOB

The IT Procurement and Payments Clerk is responsible for managing the procurement of IT hardware, software, and services, as well as processing related payments. This role involves ensuring that procurement activities align with the organization's IT needs, maintaining vendor relationships, updating the fixed asset register, and ensuring compliance with company policies and industry standards. The clerk will support the IT department by handling administrative tasks and facilitating the efficient operation of IT procurement and payment processes.

MAIN FUNCTIONS OF THE JOB

IT Procurement processing

- Manage IT-related purchase orders from creation to delivery.
- Coordinate with IT suppliers to ensure timely delivery of hardware, software, and services
- Maintain accurate records of IT procurement transactions.

Payments Management

- Process vendor invoices related to IT procurement and ensure timely payments.
- Reconcile IT accounts payable transactions.
- Resolve payment discrepancies and disputes specific to IT vendors.

Vendor Relations

- Establish and maintain positive relationships with IT suppliers.
- Negotiate terms and conditions with IT vendors.
- Monitor IT vendor performance and address any issues promptly.

Compliance and reporting

- Ensure procurement activities are in compliance with organizational policies and regulatory requirements
- Maintain accurate records and documentation for all procurement and payment transactions.
- Prepare regular reports on procurement activities and present them to IT management.

Asset Management

- Update the fixed asset register with details of newly procured IT assets.
- Tag and track IT assets to ensure accurate management and accountability.

- Monitor the lifecycle of IT assets, coordinating with relevant departments for asset disposal or replacement.

Administrative Support

- Provide administrative support to the IT department, assisting with the development and implementation of procurement policies and procedures.
- Maintain procurement and payment documentation in an organized and accessible manner.
- Support special projects and initiatives as directed by IT management.

General IT Management Support

- Assist the IT management team with additional functions as required, ensuring smooth departmental operations.
- Contribute to the continuous improvement of procurement and payment processes within the IT department.

QUALIFICATIONS

- Diploma or degree in procurement, supply chain management or business administration or related degree is preferable.

PREFERRED EXPERIENCE

- Experience in procurement or IT related procurement is preferable.

KNOWLEDGE AND SKILLS

- Ability to manage detailed IT procurement and asset information accurately.
- Proficiency in analyzing IT procurement data and making informed decisions.
- Strong verbal and written communication skills, especially with IT terminology.
- Ability to manage multiple IT-related tasks and meet deadlines.
- Aptitude for identifying IT procurement and asset management issues and finding effective solutions.
- Commitment to maintaining positive relationships with IT vendors.

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

Kindly forward your CV to stephanie@albaraka.co.za