



Date of advertisement: **28 November 2018**

INTERNAL/EXTERNAL VACANCY ADVERT

A vacancy exists within the company for the following position:

Position:	Product Administrator
Department:	EDGE: HP Inc.
Reporting to:	Product Manager
Starting Date:	ASAP

JOB SPECIFICATIONS

Purpose of position:

Assist the Product Manager to manage a strategy to optimize product/brand performance in the market place and achieve set targets.

Key Responsibility Areas:

- Develop and build relations with all vendors within the category.
- Assist the Product Manager in all internal operations
- Ensure inventory is maintained accurately to comply with company working capital targets and customer satisfaction metrics.
- Load part number, cross sell stock, transfers and allocations
- Update costs and sales agreement on the system
- Create builds to fulfill back order
- Assist with rebates and quotes from sales and advise on the best specification and price
- Ensure that customer related queries are effectively dealt with.
- Liaise with Marketing Services, Sales, Customer Service and other departments within Axiz to assist in administration and management of product.
- Assist the team with other related functions when and where required.
- Develop, understand and engage in process, procedures and back office management
- Submit Weekly/Monthly/quarterly reports as required by management, vendors and analysts.

Job Requirements:

Education & Experience	<ul style="list-style-type: none">• Matric/Grade 12• Degree/Diploma in Marketing an advantage• Minimum 2 years' experience in supply chain and inventory management within the IT Industry essential
Technical Competencies:	<ul style="list-style-type: none">• MS Office (Advanced) essential• Stock Management on ERP system will be an advantage• CRM explorer and Crystal reporting will be an advantage• Knowledge regarding accounting principles will be an advantage



	<ul style="list-style-type: none">• Networking• Business Acumen• Innovative• Action Orientated• Time Management
Additional Requirement	<ul style="list-style-type: none">• Applicants must have no criminal record.

All applications & detailed CV must be forwarded to:

Contact Person:	Nomcebo Langa
Telephone Number:	011-237 7000
E-mail address:	Nomcebo.langa@axiz.com
Closing Date	07 December 2018

Note: please discuss your application with your line manager prior to submitting it to the Human Capital Department.

The company is under no obligation to fill this position and should you not have had any feedback within 2 weeks after the closing date, you may consider your application unsuccessful.

Axiz is an equal opportunity employer and this position will be filled in accordance with our current Employment Equity practices.