

FACILITIES AND FLEET ADMINISTRATOR

The following vacancy exists for a Facilities and Fleet Administrator in the Facilities and Fleet Business Unit. This position is based at the Head Office in Sandton and will report to the Facilities and Fleet Manager. If you possess the required skills and experience, we invite you to apply.

KEY PERFORMANCE AREAS

Facilities & Financial Management

- Monitor contracted service providers in line with the signed off contracts, service level agreements, and ensure deliverables are met.
- Obtain written quotations from the accredited service providers for the Facilities maintenance and repairs as per the SCM policies.
- Process all requisitions on Oracle.
- Ensure that all SCM requirements are in place for procurement.
- Receive Purchase Orders from Oracle and send them to the relevant supplier.
- Submit valid, verified, and approved invoices within 30 days to Finance for payment.
- Ensure that Purchase Orders made for Capex Projects are scanned to the Facilities and Fleet Manager.
- Ensure that documents are scanned to the Facilities and Fleet Manager, where services are carried out as per the Maintenance plan, or where warranties have been issued.
- Keep a tracking database/register of PO's created, date of invoices submitted and the date when invoices have been paid.
- Ensure that all debit order requirements for purchase orders are done on Oracle prior to debit orders going through the bank account.

Printers / Photocopiers

- Maintain all South African Tourism Head Office printers - hardware and cartridges.
- Request call-outs for printers when required, and follow through with repairs.
- Printers / Photocopiers to be in working order at all times - only downtime allowed will be in line with ICT networking issues.
- Track the levels and replenish all printers/photocopier consumables at all times.
- Facilitate entries of rental assets in the SA Tourism asset register in partnership with Finance.

Manage Driver/Messenger function

- Liaise with Drivers on all Pool Vehicles requests that are approved from the Workflow Management System.
- Supervise Drivers to ensure collection and deliveries functions are timeously attended.
- Supervise Drivers for the deliveries of the Board packs and Exco documents for all SA Tourism needs.

Fleet Management

- Manage the facilities Help Desk to manage all requests, queries and complaints related to SA Tourism Fleet Management.
- Supervise provision of shuttle and chauffeuring services for staff, management, the Board and some stakeholders.
- Manage the use of pool and full-maintenance-lease vehicles and driver-allocated vehicles.

- Daily tracking of vehicles online to ensure compliance with the geofencing and report any misuse.
- Ensure that vehicles are serviced at the required intervals emphasis on Original Equipment Manufacturers.
- Conduct monthly checks on the vehicles as per checklist.
- Ensure that vehicles fuel cards are valid, cars fuelled and clean at all times.
- Release vehicles to staff for pool vehicles approved in line with approval framework.
- Any paperwork for the use of pool vehicles must be in place prior to use, with valid driver's or temporary licenses.
- Ensure that driver's licenses scanned, digitally recorded and easily obtainable.
- Records to be kept up to date of all vehicles and pool vehicle requisitions.
- Ensure that license discs are renewed on time.
- Maintain Vehicle keys and service books.
- Ensure that any vehicle incidents are reported immediately to the Facilities and Fleet Manager.

QUALIFICATIONS AND EXPERIENCE:

- Grade 12, or equivalent,
- Diploma in Business Administration / Facilities Management or equivalent (advantageous)
- 3 years' experience in office administration

QUALITIES:

- Good communication and computer skills
- Ability to work independently and under pressure
- Open, honest, and cooperative
- Shows initiative in prioritising work
- Good interpersonal relations and a team player

Visit us @ www.southafrica.net

Detailed CV to be sent to : finance@southafrica.net

Closing date : 09 May 2025

Important note:

People with disabilities are encouraged to apply. Due to a large amount of correspondence, we envisage receiving, only shortlisted candidates will be contacted.

Should you not have heard from us in four weeks after the closing date, kindly consider your application unsuccessful.

No late applications will be accepted.