

ROLE PROFILE	
Job Title:	Admin Assistant (DC)
Level:	Skilled Workers/Junior Management
Reports To:	Financial Manager
Purpose of Role /Scope:	The primary focus of this role will be to assist the DC and Logistics teams with administrative tasks.
Dimensions:	
a) Financial	The incumbent will assist DC and Logistics teams with administrative tasks to ensure the accuracy of information. The CHEP account can quickly cost the company a significant amount of money if not managed properly.
b) Leadership and Functional Responsibilities	<u>Leadership</u> • Every role at Fairfield requires strong internal governance and adherence to the company's Values, Vision, and Leadership Competencies. • All employees are required to lead "The Fairfield Way". • Strong inter-departmental interaction. <u>Functional</u> Distribution Centre (DC) • Daily Administration and Management of CHEP portal (currently utilising roughly 3500 pallets a month): ○ Capturing Transfer Hire Acceptance Notes (THAN). ○ Managing Disputes. ○ Assisting with counts. ○ Loading counts on portal. • Daily PO's for Transporter: ○ Generate PO's for every truck that departs Fairfield ○ Email and reconcile PO's to Longhaul's Invoices • Export documentation: ○ Liaising with sales administrators, debtors and state vet regarding export orders. ○ Booking state vet for sign off. ○ Generating permit requests. ○ Administering batch codes per item, per certificate request. ○ Requesting COA's from Lab. ○ Reviewing and communicating with customers regarding stock and dates • Other administrative requirements from DC management team and financial manager. <u>Logistics</u> • Daily POs for Transporter: ○ Generate PO's for every truck that departs Fairfield. ○ Email and reconcile PO's to transporter's Invoices. ○ Tying up of invoices to statements for issuing to creditors. • Daily capturing/allocation of routes to cost centres for month end costing • Invoice reconciliation to debtors. • Other administrative requirements from Logistics manager and financial manager.
Qualifications and Experience Required	• Administration related diploma/degree is required. • Incumbent would need to have an attention to detail and a methodical approach.

	• Strong communication skills, both verbally and written, as well as strong numeracy skills. • Possible experience would include Admin assistant, clerk, etc. • Experience in administering a CHEP account would be advantageous. • Fully computer literate with an ability to operate at an intermediate level on MS Excel. Experience on SAP would be an advantage. • Ability to work independently and as part of a team.
Operational Working Conditions	• Based in the heart of the beautiful KZN Midlands. • Working with the operational DC and Logistics teams.

