

VACANCY BULLETIN: STC 004/2023
METROPOLITAN TRADING COMPANY
SHORT TERM CONTRACT EMPLOYMENT - (STC)



Metro Trading Company has the following short-term contract opportunities for a period NOT exceeding six (6) months.

Department: Metropolitan Trading Company (MTC)
Position: Technical Support X2
Salary Range: Market-Related Salary
Division or Cluster: Operations
Workplace: Braampark

Educational Requirements and Experience

- Degree in Business/ related
- 3 years related experience.
- Must be able to work under pressure.
- Computer literate
- Code B driver's license


Short Detailed Job Description:

- Manage every aspect of the purchasing of equipment, materials, and products for the MTC.
- Ensure payments are generated correctly and timeously for all items below R200 000
- Ensure that relevant documentation is submitted promptly for payment generation.
- Manage record keeping of receipts, tracking numbers, and inventory counts for audit purposes.
- Maintain backups of all records for safekeeping
- Conduct a follow-up with the business unit receiving the service to ensure that the service delivered is of a satisfactory level.
- Manage supplier acceptances on new products and software deliveries.
- Manage technical helpdesk and provide out-of-hours cover (on a rota basis), interacting directly with customer technical personnel regarding all technical queries and problems.

A comprehensive CV, certified matric certificate and certified ID copy should be emailed to Hr4@mtc.joburg.org.za

In terms of MTC's Talent Acquisition Policy, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record
- CV Validation and;
- Employment record verification
- Criminal check and;
- Identity Validation
- Qualification/ Academic Records

 28/11/2023

PUBLICATION DATE: 28 NOVEMBER 2023

CLOSING DATE: 07 DECEMBER 2023

**CELANI MATHENJWA
ACTING MANAGEMENT SUPPORT EXECUTIVE
METROPOLITAN TRADING COMPANY**