JOB TITLE: Internship Programme – Logistics Intern

BUSINESS UNIT: Cash Processing Solutions

LOCATION: Midrand South Africa

REPORTING TO: Spares & Logistics Coordinator

Cash Processing solutions offers internship opportunity to unemployed South African graduates in Logistics or related field aged between 18 and 29 Years.

Applicants must be a graduate from a properly registered tertiary, technical or vocational education & Training (TVET) institution with no work experience.

The internship opportunity targets previously disadvantaged groups as per Employment Equity Act 55 of 1998.

Learning Objectives:

- Assist with planning and managing logistics, warehouse, transportation and customer services
- Assist the Logistics team in managing all stakeholders involved to ensure timeous deliveries to all obligations
- Transportation of bulk deliveries
- Project Managing
- Assisting managing Logistics documents
- Coordinating of spares ordering from suppliers for local stores including:
  - Evaluating local stores orders to ensure the order is within required minimum and maximum levels.
  - Obtaining authorization for spares order.
  - Placing order with suppliers.
  - Receiving of spares orders from suppliers.
  - Distributing of spares orders to local sites.
  - Following up of any issues relating to spares orders.
  - Ensuring received spares are captured into local stores on software management system.
- Support of Service Engineers/Technical Support Engineers, Business & Customers
  - Provide support on part identification, and part number verification.
  - Maintain recommended spares lists by product and machine install base by site.
  - Support upgrades, end of life with an appropriate part spares policy implemented in a timely manner.
  - Provide technical help with spares related issues raised by the Operations Planning team
  - Maintain all regional customer details / accounts on the system.
  - Provide support and solutions to the service team with regards to spares aspects.

	Person Specification
Qualifications, Training	• Tertiary Qualification in Logistics or studying towards Logistics or related field • Computer literate XP, MS office, particularly Word, Excel PowerPoint and Outlook) • Valid Drivers Licence
Required Skills and Competencies	• Excellent written and verbal communication skills to all levels • Excellent team work • Ability to understand complex concepts quickly • Ability to solve problems or actively seek out solutions • Ability to show an approach to continuous improvement

Closing Date: 20 July 2018	**Applicants must be sent to: Laone.Barei@cps.world** **Applicants must a recent copy of their CV, Certified Copies Of Senior Certificate and ID.** **Candidates wishing to apply for an Internship outside of Gauteng will be responsible for their own accommodation & Transportation.**