

Supply Chain and Logistics Intern



Key responsibilities include:

- Ensure Claimant completes all documents necessary with all information necessary (Claim Form, Case Nr, Forcible entry proof, Replacement/Repair Invoices);
- Liase with HR to ensure ITC is complete and send to Insurance (for stolen items);
- Send Claim Form to Insurance Co. and follow up with Insurance, I-Store, HR and I.T during the whole repair/replacement process;
- Create Excess Forms and ensure these are signed before new devices given;
- Complete AOL's for Insurance payments;
- Ensure HR receives Excess Forms on time for monthly deductions;
- Keep Insurance Claim Schedule updated;
- Liase with Finance regarding payment received by Insurance
- Create an Indent File on the Server for all Import Shipments (Sea Freight, Air Freight and Courier) for SARS Audit purposes:
- Ensure all Import documents are sent by Freight Forwarders for each shipment (Freight Forwarders Freight and Vat Invoices, Suppliers Invoices with PO Nr included; Packing List, SAD 500; Customs Worksheet, AWB/BL, EDI Notification);
- Cross check that Suppliers Invoicing matches PO's and GRNing on SHAPE;
- Cross check all Shipment sets match each Freight Forwarders statement;
- Liase with Finance department and Freight Forwarders when documents or information is missing;
- Create Folder per shipment in the designated portal and folder on the server;
- Create Cost Sheets with payment allocations for NI shipments.
- Files need to be completed within the month in order for Suppliers to be paid timeously.

What you need:

For the Supply Chain and Logistic Intern position, Schindler seeks people with:

Knowledge and Skills	<ul style="list-style-type: none">• Ability to work under pressure• Attention to detail• Good organisation skills• Good interpersonal skills• Good verbal/written communication skills• Good customer orientation• Self and Dead-line oriented• Team oriented• Assertiveness
Education	<ul style="list-style-type: none">• Basic knowledge on Excel,Word,Ms Windows• Matric/Grade 12• Diploma/Degree in Supply Chain & Logistics or Similar qualification

To apply send submit the following documents;

- CV and Cover letter
- Copy of Qualifications
- Email: Tracey.Phaka@Schindler.com

- Closing Date: 08th July 2022