



**JOHN THOMPSON** (A division of ACTOM (Pty) Ltd) is South Africa's largest manufacturer of industrial and utility boilers, which services local and export markets, an equal opportunity company, promoting affirmative action, has a vacancy for:

## **FOUNDRY ADMINISTRATOR** **Bellville**

A vacancy exists in the Foundry, Bellville for a Foundry Administrator reporting to the Foundry Manager. The main purpose of this job would be to ensure that internal and external customer needs are met and that all data is captured and updated.

### **QUALIFICATIONS**

- Matric (Grade 12)

### **EXPERIENCE**

- 2 years of experience in the Foundry Administration.
- Knowledge and understanding of engineering drawings.
- Proficiency in MS Office

### **KEY RESPONSIBILITIES**

- Generate reports for the manager.
- Ensure that internal and external customers' needs are met and all data is captured and updated.
- Make sure all the castings are booked correctly.
- Organise quotations from the suppliers (machine shop) via the Procurement Department.
- Respond to customer enquiries and quotations in conjunction with the Foundry Manager.
- Maintaining of adequate stock levels of all consumables required for production.

### **SKILLS AND ATTRIBUTES**

- Excellent oral and written communication skills
- Good planning and organization skills.
- Proficient in Microsoft Word, Excel and Syspro .

Interviews will take place at our Bellville Office.

**PLEASE NOTE: CV's without certificates will be disqualified**

Applications accompanied by a cover letter, **indicating position applied for and a current CV and certified certificate** may be forwarded for the Senior HR Officer's attention at PO Box 129, Bellville, 7535 or e-mailed to the Senior HR Officer at [HumanResource@johnthompson.co.za](mailto:HumanResource@johnthompson.co.za) by no later than **Friday, 07 February 2025**.