



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

CONTRACTS ADMINISTRATOR
Bellville

Reporting to the Manager of the Contracts Department, a vacancy exists in the Package Boiler Business Unit, Bellville, for an individual who has initiative and drive and is able to work under the pressure. The candidate is required to work in accordance with company values, policies, procedures and ISO quality standards.

FURTHERMORE, THE CANDIDATE IS REQUIRED TO:

- Assist with customer and commercial invoicing.
- Prepare commercial invoices accurately and timeously.
- Set up and maintain manuals and related documentation.
- Collect parts from suppliers, contract's store, and the main store.
- Process and coordinate the return of goods to stores.
- Assist with the procurement of non-stock items, plate cutting kits, and other contract-specific materials.
- Coordinate and run trial kitting activities.
- Generate JVRs for rapid analysis by Customer Engineers (CEs) and follow up on outstanding or missing items.
- Assist with urgent shipments and expedite deliveries when required.
- Log and track internal requests, including SARs, EARs, and NCRs.
- Obtain transport quotations and coordinate dispatch arrangements.
- Assist with panel crating and boiler cocooning arrangements for shipment.
- Generate and maintain SLAs.
- Log warranty claims and follow up on their progress to resolution.
- Perform general administrative duties as required.

QUALIFICATION

- Grade 12

EXPERIENCE

- Minimum 2 years' experience in an administrative, logistics, procurement, or manufacturing environment.
- Computer literate with proficiency in Microsoft Word and Microsoft Excel.
- Experience with invoicing, procurement, dispatch, and stores administration will be a distinct advantage.
- Strong organisational skills with excellent attention to detail.
- Ability to prioritise tasks and work effectively under pressure.
- Good communication and interpersonal skills.
- Ability to work independently as well as part of a team.
- Knowledge of ERP systems will be an advantage.
- A Driver's license will be advantageous.

PLEASE NOTE: CVs without certificates will be disqualified.
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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 by no later than **Friday, 24 July 2026**.

Marwan Davids
DIVISIONAL HC EXECUTIVE