



<http://oredax.com/careers/services-administrator/>

Services Administrator

Description

We're thrilled to announce a new opening for a Service Administrator at Oredax, a leading IT Maintenance systems integrator and consulting firm based in Johannesburg. Our mission is to deliver cutting-edge Third Party Maintenance solutions that drive efficiency and success for our clients' Data Centre and End User Computing Operations.

Role Overview

As a Service Administrator, you'll be the backbone of our operations, ensuring seamless efficiency in our day-to-day business activities. Your role will be dynamic, covering a range of responsibilities:

- Streamlining business operations for enhanced efficiency.
- Managing quotes, purchase orders, billing, and backend sales processes.
- Onboarding new suppliers, vendors, and partners to expand our robust network.
- Engaging with stakeholders to foster strong relationships and collaboration.
- Overseeing asset tracking and warehouse management to maintain impeccable order.
- Handling contract management with precision and attention to detail.
- Tackling various tasks within the job scope to support our team's success.

Who We're Looking For

The ideal candidate will possess a blend of customer-centric skills, including:

- A passion for delivering outstanding customer service and satisfaction.
- Strong customer support abilities to address and resolve client needs effectively.
- Excellent communication and listening skills to understand and act on diverse requirements.
- Problem-solving prowess and conflict resolution capabilities to navigate challenges.
- An adeptness at multitasking and prioritizing tasks to meet deadlines and objectives.
- Educational credentials such as a high school diploma or equivalent; an associate's or bachelor's degree in a relevant field is highly preferred.

Hiring organization

Oredax

Employment Type

Full-time

Job Location

Johannesburg, South Africa

Date posted

March 27, 2024

- Prior experience in customer service or support roles will be advantageous.

Join us at Oredax, where your expertise will contribute to the technological empowerment of businesses and where your career growth is a journey we embark on together.

To apply or learn more about this role,

- Please apply via our LinkedIn Job Post
- Visit our careers page at www.oredax.com
- Contact our HR department at hr@oredax.com

Responsibilities

Streamlining business operations for enhanced efficiency.

Managing quotes, purchase orders, billing, and backend sales processes.

Onboarding new suppliers, vendors, and partners to expand our robust network.

Engaging with stakeholders to foster strong relationships and collaboration.

Overseeing asset tracking and warehouse management to maintain impeccable order.

Handling contract management with precision and attention to detail.

Tackling various tasks within the job scope to support our team's success.

Qualifications

passion for delivering outstanding customer service and satisfaction.

- Strong customer support abilities to address and resolve client needs effectively.

Excellent communication and listening skills to understand and act on diverse requirements.

Problem-solving prowess and conflict resolution capabilities to navigate challenges.

An adeptness at multitasking and prioritizing tasks to meet deadlines and objectives.

Educational credentials such as a high school diploma or equivalent; an associate's or bachelor's degree in a relevant field is highly preferred.

Prior experience in customer service or support roles will be advantageous.