



## GRAIN SA GROUP OF ENTITIES

The Grain SA Group of Entities' mission is to ensure and grow a credible and sustainable voluntary and inclusive grain producers' organisation that drives the mandated strategic actions.

By striving to build trust and relationships through respectful interaction, we create an enabling and caring environment for passionate, dedicated and knowledgeable individuals to grow and enjoy serving the organisation and influence the broader food chain.

The organization would like to appoint a suitable, qualified person in the following position:

### **NAMPO CONTRACTS ADMINISTRATOR - BOTHAVILLE**

The aim of the position is to offer administrative support to NAMPO Bothaville, NAMPO Cape, NAMPO Alfa and NAMPO Christmas Market. The duties will include but is not limited to the following:

#### **Exhibitors Administration (NAMPO Bothaville, NAMPO Cape and Christmas Market):**

- Responsible for all communication with exhibitors across all platforms
- Responsible for database maintenance and updates
- Full contract maintenance function, including follow-up on outstanding contracts and payments of invoices
- Update financial system with invoice and receipt numbers per exhibitor
- Responsible for new exhibitors' requests, placements and contracts

#### **Tickets NAMPO Bothaville and NAMPO CAPE (where applicable):**

- Coordinate ticket information for the Opentickets website
- Determine exhibitor ticket allocation and liaise with Opentickets to send link to exhibitors
- Receive and e-mail tickets to certain categories of ticket holders
- Reconciliation of ticket numbers

#### **Finance:**

- Administration of contracts, invoices and payments received on Business Central (BC)
- Capturing of purchase orders on Business Central

#### **Functions:**

- General assistance with functions as and when required during peak periods, including purchasing of stock and supervision of workers

#### **General Administration – NAMPO Bothaville:**

- Handle general enquiries from exhibitors and the general public
- Responsible for all contracts correspondence and contracts register
- Update website
- Coordinate changes and developments on computerised systems
- Coordinate exhibitors' catering arrangements
- Distribute exhibitors' lists to relevant parties
- Coordinate Nampo Harvest Day Committee gifts

#### **General Administration – NAMPO Cape:**

- Handle general enquiries from exhibitors and the general public.
- Responsible for all contracts correspondence and contracts register.
- Update website
- Coordinate changes and developments on computerised systems

**General Administration - Nampo Alfa**

- General support as and where required during Nampo Alfa

**Food Kiosks on tender**

- Contracts administration
- Invoicing of contracts
- Determine menus and prices for kiosks.
- Communication with kiosks' management

**Beverages**

- Coordinate negotiations with suppliers before and after the events.
- Check stock in collaboration with the Finance Department.

**Ad Hoc**

- General inter- and intra-departmental support as and when required.

**Minimum Requirements for the post:**

- Matric with 4 years' relevant administrative experience
- Excellent interpersonal and communication skills in both written and spoken Afrikaans and English
- Valid Driver's license with own transport and ability and willingness to travel
- Strong organizing and administrative skills
- Willing and able to work overtime.
- Computer literate in all MS Office programmes on intermediate level. Experience on Business Central will be an advantage.

**Peromnes Level: P11**

**Remuneration:** The organization will offer a competitive salary which can be structured to include a bonus savings plan, pension fund and a medical aid, in exchange for the services of the successful candidate. All remuneration packages are calculated according to the "cost to company" method.

Candidates for this position will be recruited according to the Employment Equity policy for Grain SA.

Closing date: Please send a detailed CV indicating qualifications as well as experience and references as well as certified copies of ID and qualifications not later than 13 June 2025 for attention: Lizzy Mosehla: HR & Corporate Services Administrator: [lizzy@grainsa.co.za](mailto:lizzy@grainsa.co.za)

**All applications will be treated as confidential. If you have not been contacted within 14 days of the closing date of application, please consider your application as unsuccessful.**