

Position: Logistics Admin Assistant
Report to: Logistics Manager
Division: Logistics
Location: Midrand

Penguin Random House is looking for a methodical, organised and solutions-oriented Logistics Admin Assistant to manage the capture, costing and claims processing of shipping and returns queries and support.

We are a dynamic, industry-leading book publisher looking for creative, communicative, hard-working talent to join our team in our Midrand office. We offer market-related cost to company packages and a flexible, progressive environment that aims to support those who are prepared for a challenge.

Key responsibilities

- Loading of new titles onto TMS.
- Capturing of purchase orders for overseas suppliers.
- Tracking confirmations of purchase orders with various suppliers as set out by the Logistics Manager.
- Assisting with the Returns department's capturing as required.
- Capturing Shipments onto T.M.S. System.
- Maintaining & Data capturing on TMS.
- Liaising with Booksite Afrika on a continuous basis.
- Liaising with all Bookseller customers on a daily basis for query related issues.
- Shipping Costing
- Purchase Order Processing and Tracking
- Liaising with Clearing Agents and overseas shippers
- Liaising with Overseas Suppliers
- Liaising with internal staff on a continuous basis especially sales department.
- Tracking of purchase orders as set out by the Logistics Manager
- Weekly Teams meeting for Local Printing with overseas staff and S.A. Sales dept.

The ideal candidate has

- Matric qualification
- Tertiary qualification (not an essential requirement)
- Minimum of 2 years data capturing experience, including accounts and shipping
- Industry knowledge preferable

Prospective Penguins must have the following skills

- Efficiency, particularly in data capturing.
- Accuracy.
- A meticulous eye for detail and the ability to function under pressure.
- Strong organising skills.
- Resilience and stress management in seeing a project through to completion.

- The ability to multitask and meet deadlines.
- The ability to work as a team member.

Skills and knowledge required

- Product knowledge.
- Understand the processes and lead times which impact the environment.
- Computer Proficiency - MS Office, especially Excel, as well as TMS system knowledge.

Company culture & environment

- Our employees are all intelligent, dynamic, fun-loving, customer-focused problem-solvers, with the shared aim to be the best in the industry
- We are book lovers and love sharing this passion with others
- We offer an open and all-inclusive culture championing equity and diversity
- Our company is a supportive environment, particularly with a focus on the development of Psychological Safety within a post-pandemic context
- We believe in leadership through transparency and the recognition of performance excellence
- We focus on fostering employee development through the tenets of creativity, entrepreneurship and empowerment

If you meet the above criteria and have what it takes to become the newest member of our team, please send your CV and a covering letter, clearly stating your salary expectations, to

Jason Daniels – applications@penguinrandomhouse.co.za

Closing date: 17 March 2023

NB: Only shortlisted candidates will be interviewed, and previously disadvantaged candidates will be given preference.

If you have not heard from us within six weeks, you should regard your application as unsuccessful. Penguin Random House is under no obligation to fill this position.