



**STAFF REQUISITION FORM**  
**(FOR INTERNAL AND EXTERNAL APPLICANTS)**

DIVISION : ITC

Date : 2024/08/15

Requested By <u>Varshan Mahabel</u>	Job Title: <u>ERP Assistant</u>
Branch / Dept: <u>IT</u>	Grade: _____
Reports To: <u>Group IT Manager</u> (Job Title)	
Date Vacancy Should Be Filled : <u>ASAP</u>	
Description Of Essential Duties : (Key Performance Areas)	<u>As per attached Job spec</u>
Specify Any Extraordinary Benefits Attached To This Appointment : (e.g. Company Car) / Car Type	
Suggested Qualifications And Experience Required :	<u>As per attached Job spec</u>
For Reply Please Contact: Name: _____ Tel. No: _____	

SIGNATURE   
GENERAL MANAGER / UNIT MANAGER

DATE 15-08-2024

SIGNATURE \_\_\_\_\_  
HUMAN RESOURCES MANAGER

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_  
DIVISIONAL CEO

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_  
HUMAN RESOURCES EXECUTIVE  
(Only if authorised to recruit externally)

DATE \_\_\_\_\_

# ERP Assistant

## Responsibilities

- Use SRS, SSRS, SQL, etc to maintain existing and develop new reporting solutions and business process modelling for SYSPRO
- VB script knowledge and understanding
- Translution knowledge and understanding
- Bartender label and document creation.
- After care and support after projects has been deployed.
- Support ERP projects by performing tasks such as system testing, documentation, and user feedback collection.
- Assist in implementing and monitoring security measures throughout the Group
- User Training and Support for Syspro and other supporting software as applicable
- Create and maintain user manuals, training materials, and documentation for Syspro

## Qualifications

- Matric
- SYSPRO certification (Finance, Manufacturing, Distribution, Administration, VB Scripting)
- Unendorsed drivers' licence

## Skills and Experience

- 3 years' experience in a production and distribution environment
- Understanding of basic accounting principles
- 3 years' experience as a Syspro Administrator
- SYSPRO 7 & 8 implementation and administration experience
- Basic SYSPRO customisation (including e.Net, SRS and VB scripting)
  - Microsoft SQL Server (including SSRS)
- Strong analytical and problem-solving skills.
- Formal approach to project management and documentation
- Strong communication skills, both written and verbal.
- Ability to work collaboratively and effectively with team members and end-users.
- Can work under pressure and meet deadlines.