



**WE ARE
HIRING
VACANCY**

Vacancy: BMG World - Projects,177 Gauteng South Africa

Projects Co-Ordinator/Administrator M4302

Closing Date: 13 May 2024



Role

Proven ability in planning, expediting, and delivering all documentation needed in the successful implementation of a project. The Co-ordinating will be experienced in scheduling and running operations meetings, progress meeting with workshops, facilitating key review meetings/ final documents review, Co-ordinating drawing sign off and purchase orders, Document production and delivery of completed goods as per BMG's DIFOT policy.

Key Objectives/Principles accountabilities:

- Ensure that on hand orders are processed correctly to meet customer order delivery date.
- Register all orders and create the necessary documents needed to track and coordinate the project.
- Request GA drawing for customer approval as per technical schedule.
- Assist in Co-ordinating all procurement activities both local overseas.
- Create and issue Gantt chart for submissions to customers as per their requirement.
- Attending progress meetings with workshop and various departments within BMG and updating progress reports and submitting them.
- Management of stockholding and relevant project stock being held for customer.
- Receive and process stock transfers daily.
- Assist in monthly/ weekly stock takes in accordance with BMG procedures.
- Issues stock to drives workshops for final assembly.
- Finalise data pack and issue with transmittal.
- Close-out meeting – issue confirmation to customer.
- Continuously look at brining orders forward if capacity and components are available.

Requirements:

- Matric (Grade 12).
- Previous expediting experience an advantage.
- 1 – 2 years admin experience.
- KERRIDGE
- Must be able to work under pressure.
- Proficient in Operating (Kerridge preferred)

All internal applicants are required to complete an IVAF form signed off by line manager prior to submitting application.

Email CV's to: vacancyapplications@bmgworld.net – “**Projects Co-Ordinator/Administrator M4302**” must be quoted in subject of the e-mail.

Closing date for applications – 13 May 2024.

If you have not received notification regarding your application within 2 weeks after closing date, please accept that your application was unsuccessful.



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Quality Components

Technical Expertise

Superior Service

PART OF *EVERY* PROCESS