



CAREER OPPORTUNITY

JOB TITLE	Systems Graduate
COMPANY	Universal Paper and Plastics
DEPARTMENT	Systems and IT

PURPOSE OF THIS POSITION

The graduate will assist with shop floor Root Cause Analysis (RCA) from a system side, as well as assist with system procedure drafting. The focus for this position will be the different factories, and making sure the data that gets captured and recorded is accurate and matches with the ERP system.

JOB TASKS & RESPONSIBILITIES

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| <p>Systems Operations</p> <ul style="list-style-type: none"> - Assist with user access across multiple systems. ERP and Shop Floor systems. - Manage user sessions if termination is required. - Testing the system implementation. - Assist in drafting procedural documents for system to align with other department procedures. - Review users' system transaction and ensure this is executed according to the procedure. <p>Reporting</p> <ul style="list-style-type: none"> - Identify areas for improvement - Support projects to delivery - Data analysis | <p>Adhoc</p> <ul style="list-style-type: none"> - Ad hoc analysis, queries and business support. - Interaction with ops personnel for better understanding and executing this on the systems. - Provide support for Supply Chain Solutions. - Process changes implementation (WMS). - Process mapping when required. |
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KNOWLEDGE, SKILLS & ABILITIES REQUIRED

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| <ul style="list-style-type: none"> - Computer literate with detailed practical knowledge of Microsoft Excel, Word and PowerPoint - Goal orientated. - Comfortable working under pressure and successfully engage in multiple initiatives simultaneously. - Plan, manage and be responsible for own time management according to task priorities. | <ul style="list-style-type: none"> - Deadline orientated. - Positive attitude & Strong Interpersonal skills – improves communications, promotes better teamwork, and increase morale. |
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MINIMUM REQUIREMENTS	APPLICATION
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| <ol style="list-style-type: none"> 1. BEng Industrial Engineers 2. Minimum Excel. 3. SQL database development experience. | <ul style="list-style-type: none"> - Submit your CV to Shamiel at snarrandes@upap.co.za - Proof of qualifications must accompany the application. |
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