

## Vacancy: Supply Chain Assistant

Alphawave Golf has a temporary position available for an assistant for the Supply Chain Team. The role will cover production, procurement, shipments, and logistics as well as ad hoc tasks from time to time. Although previous experience in any of these areas are beneficial, sufficient training will be given as needed.

Inrange is a product of Alphawave Golf. The Alphawave Group is a South African technology group based in Technopark, Stellenbosch and employs more than 250 people working on various projects and services. Inrange hooks both serious and social golfers with an immersive, data-driven experience at golf driving ranges with an advanced ball-tracking radar system and associated visualization interfaces.



### Essential Criteria

- Valid driving license and reliable transport
- Comfortable working with spreadsheets and Word processing
- Experience working on Google Suite would be advantageous
- Very basic finance skills (quotes, invoices, purchase orders, credit notes, statements)
- Previous work experience in purchasing or logistics would be advantageous

### Responsibilities

- Assist & support with local and international procurement
  - Sourcing trustworthy/reputable suppliers & placing orders
  - Tracking of purchases\*
  - Liaise with the various Inrange teams (installations, sales, finance, support, maintenance and marketing) from time to time
  - Updating the stake-holders on a regular basis

- Assist & support with local and international shipping
  - Assist with freight forwarders / couriers
  - Assist with customs export/import
  - Tracking of shipments when in-transit\*
  - Assist with packaging of items
  - Updating the stake-holders on a regular basis
- \*Tracking of orders / shipments
  - Updating order sheets
  - Updating site shipment lists
  - Updating trello cards
- Assist & support with production
  - Working with technical drawings and part lists
  - Ordering of stock items and consumables
  - Visit production facility once a week or as required

#### Non-Technical skills

- Attention to detail
- Good verbal and written communication skills
- Able to work well across various teams as well as individually
- Eager to learn and able to demonstrate initiative in the workplace

#### Perks

- Work within a medium sized team in a high-tech environment
- Daily meals & great coffee at the office

#### Terms & Conditions

- Start date: As soon as possible
- Contract Period: 6 Month temporary contract
- Market related salary

#### Further information on Inrange and Alphawave

- <https://www.inrangegolf.com/>
- <https://www.alphawave.co.za/alphawave-portfolio/>

#### Contact:

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