

AGRICO TZANEEN

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JOIN AGRICO TODAY

Agrico is a deep-rooted and steadfast irrigation company. We are looking for candidates to join us in continuing to provide an industry-leading service in the irrigation and agricultural industry.

BRANCH ADMINISTRATOR - TZANEEN

Agrico is looking for an organised and proactive Branch Administrator to manage the daily operations of our Tzaneen branch. This role involves overseeing administration, finances, inventory, and team coordination to ensure smooth operations and excellent customer service.

Key responsibilities

- **Financial and administrative oversight:** Handle branch administration, including petty cash, banking, invoicing, and financial reporting.
- **Stockmanagement:** Maintain inventory accuracy and retail readiness. Oversee stock control, including receiving, transfers, counts, and shelf labelling.
- **Operations and logistics:** Ensure adherence to company standard procedures. Oversee deliveries, maintenance, and daily warehouse activities, including WMS scanning and project pack lists.
- **Team leadership:** Supervise and support staff to maintain efficient operations. Delegate tasks, manage staff schedules and overtime.
- **Customer service:** Ensure customers receive outstanding service and a positive experience at the branch.

Requirements

- A qualification in business (BCom) or relevant degree (compulsory)
- Experience in an administrative or supervisory role.
- Strong organisational and problem-solving skills.
- Excellent communication and interpersonal abilities.
- Familiarity with financial and inventory management processes.
- Proficient in English and Afrikaans

APPLY NOW →

If you're a detail-oriented professional with a passion for smooth operations and customer satisfaction, we'd love to hear from you!



Send your CV to
theo.vanstaden@agrico.co.za.
You can also apply online on our
Careers page.

AGRICO
More than 100 years of service

WORD DEEL VAN AGRICO

Agrico is 'n diepgewortelde en standvastige besproeiingsmaatskappy. Ons is op soek na kandidate om om ons te help bou aan die toonaangewende diens wat Agrico as industrie-leier in die besproeiings- en landboubedryf, voor bekend is.

TAK ADMINISTRATEUR - TZANEEN

Agrico is op soek na 'n georganiseerde en proaktiewe tak administrateur om die daaglikse bedrywighede van ons Tzaneen tak te bestuur. Hierdie rol behels toesig oor administrasie, finansies, voorraad en spankoördinering om gladde operasie en uitstekende diens te verseker.

Verantwoordelikhede

- **Finansiële en administratiewe toesig:** Hanteer takadministrasie, insluitend kleinkas, bankwese, fakturering en finansiële verslagdoening.
- **Voorraadbestuur:** Handhaaf voorraad akkuraatheid en kleinhandel gereedheid. Hou toesig oor voorraadbeheer, insluitend ontvangs, oordragte, tellings en raketikettering.
- **Bedrywighede en logistiek:** Verseker nakoming van maatskappy se standaardprosedures. Hou toesig oor aflewering, instandhouding en daaglikse stoor-aktiwiteite, insluitend WMS-skandering en projekpaklyste.
- **Spanleierskap:** Hou toesig oor en ondersteun personeel om doeltreffende bedrywighede te handhaaf. Delegeer take, bestuur skedules en oortyd.
- **Klantediens:** Verseker dat klante uitstaande diens en 'n positiewe ervaring by die tak ontvang.

Vereistes

- 'n Kwalifikasie in besigheid (BCom) of toepaslike graad (verplig)
- Ervaring in 'n administratiewe of toesighoudende rol.
- Sterk organisatoriese en probleemoplossingsvaardighede.
- Uitstekende kommunikasie en interpersoonlike vermoëns.
- Vertroudheid met finansiële en voorraadbestedingsprosesse.
- Vaardig in Engels en Afrikaans

DOEN AANSOEK 

As jy 'n detail-georiënteerde professionele persoon is met 'n passie vir goeie klantediens, sal ons graag van jou hoor!



Stuur jou CV na
theo.vanstaden@agrico.co.za. Jy
kan ook aanlyn aansoek doen op
ons 'Careers' bladsy.

AGRICO
Meer as 100 jaar van diens