



O&M Utility Administrator

Introduction to SOLA

The SOLA Group is a vertically integrated provider of renewable energy solutions, aiming to transform Africa through clean energy. With over 13 years of experience, SOLA's expertise lies in the origination, development, financing, engineering design, project management and Operations and Maintenance of renewable energy facilities. For more information, visit www.solagroup.co.za.

The overall purpose of the position:

The O&M Utility Administrator will be responsible for providing comprehensive administrative support to the on-site teams. The position will be physically based at the Tronox Site (close to Lichtenburg). The candidate will be 70% dedicated to providing support to the Tronox team and 30% shared between three other Solar PV Plants. This role includes managing/controlling spare parts, handling supplier invoicing, liaising with finance departments to ensure timely payments, archiving maintenance records, and ensuring that all check sheets are properly filled out and maintained.

Reports to:	Tronox Plant Manager
Location:	Lichtenburg, North West Province
Contract type:	Permanent
Number of positions:	One (1)

Summary of Responsibilities:

- Administrative Support
 - Perform administrative tasks as guided by the line managers.
 - Assist site teams with daily administrative tasks.
 - Manage and organize office supplies and equipment for the site.
 - Coordinate meetings and appointments as required.
- Spares/Tools Inventory Management/Control:
 - Monitor and manage inventory levels of spare parts, tools and equipment.
 - Coordinate with the internal Procurement Division and Suppliers for the procurement of spare parts/tools/equipment/consumables.
 - Maintain accurate records of all spare parts transactions and inventory levels.
 - Control and Audit on-site Spare Parts inventory at Tronox (including monthly stock counts).
- RFQ/RFP processes for Utility Projects
 - Assist in obtaining quotations from service providers/suppliers.
 - Follow up on the purchase order process.
 - Expedite purchase order deliveries.
 - Facilitate supplier invoicing with the Finance Department.
 - Work closely with the Finance Department to follow up on payments.
 - Process and manage supplier invoices.
 - Ensure all invoices are accurately recorded and approved in a timely manner.
 - Liaise with suppliers to resolve any invoicing issues or discrepancies.
- Maintenance Records Management:
 - Liaise with site managers to ensure all maintenance records are properly archived.

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- Audit the ERP system compliance for Utility projects.
- Liaise with site managers to ensure all check sheets are properly filled out, reviewed and filed.
- Follow up on outstanding admin matters with service providers/suppliers.
- Site amenities management
- Facilitate Site credit card recons with Plant Manager
- Perform any other administrative tasks assigned to enable Utility Plants to meet the O&M Agreement obligations.

Key Performance Indicators

- Inventory Accuracy including stock availability.
- Supplier payments processed in time.
- ERP System compliance.
- Feedback from site teams and other stakeholders on the administrative support provided.
- Attention to detail and accuracy.
- Ability to multitask and prioritize effectively.
- Problem-solving skills and ability to work independently.
- Strong team player with a proactive and positive attitude.
- Ability to handle confidential information with discretion.

Minimum Requirements:

- At minimum, have 2 years' experience in Office Management or general Administration
- Hold a diploma or an equivalent industry recognized qualification in Administration/Warehousing/Logistics
- Proven experience in an admin intensive role, preferably in the renewable energy or utility sector.
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Experience with inventory management software and financial systems will be advantageous.
- The ideal candidate will be passionate about the renewable energy industry and will embody respect and responsibility in the full sense of the word, while enjoying contributing to a team of highly knowledgeable professionals.

At SOLA one of our core values is *Dig Diversity* and we are committed to transformation and embracing diversity. This commitment is what drives us to achieve a diverse and inclusive workplace, representative of the demographics of our society. We therefore give preference to applicants from the designated groups in alignment with our Employment Equity plan.

Application Instructions:

Complete this application form:	Click on this hyperlink
Closing Date:	In the interest of finding the most qualified candidate, we do not have a specific closing date for this position. We will continue to accept applications until we identify an ideal candidate. We encourage interested individuals to submit their applications as soon as possible.

The company reserves the right to expire or extend the deadline for applications any time. Interested candidates are encouraged to apply without delay.

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