

SOLA

Administrator

Introduction to SOLA

SOLA is a 100% South African, vertically integrated renewable energy solutions provider, specialising in the development, construction and operation of solar PV and battery energy storage projects. We focus on partnering with the private sector to deliver clean energy to businesses across South Africa using cutting edge clean energy generation and storage technologies. We help our clients to grow and prosper through the adoption of low cost and reliable renewable energy, enabling them to meet their carbon reduction and sustainability targets. 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 Springbok Site (close to Virginia, Free State). The candidate will be dedicated to providing support to the Springbok team. This role includes 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: O&M Plant Manager

Location: Virginia, Free State

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 control/maintain 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 Springbok (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 the plant manager to ensure all maintenance records are properly archived.
 - Audit the ERP system compliance for Utility project.

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- Liaise with the plant manager 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 and Google Suite.
- Experience with inventory management software and financial systems will be advantageous.
- Preference will be given to candidates residing in Virginia and the broader Matjhabeng community.
- 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.

To apply for this vacancy, please complete [this screening questionnaire](#) and send a copy of your CV to hireme@solagroup.co.za.

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