

Vacancy Notification

Position: Data Capturer: Maintenance Planning

Location: Tshipi é Ntle Manganese Mining, Kathu, Northern Cape

Vacancy Status	Published Date	3 October 2018
	Closing Date	12 October 2018

Position Description	Data Capturer
Reporting To	Maintenance Planner
Direct Reports	N/A
Purpose of The Job	Timeously and accurately capture data and relevant documentation related to maintenance planning and execution of mine assets.
Key Performance Areas	<ul style="list-style-type: none"> Assists with coding and identification of assets, as well as capturing of data within the Pragma On Key asset management system. Control documents, capture data and perform filing storing and archiving of documents. Compare and correlate captured data with source documentation. Generate reports, statistics and graphs. Update machine and equipment hours. Update maintenance data, backlogs and emergency breakdowns. Assist with maintenance requisitions, stock requisitions, purchase orders, job cards and planned maintenance interventions. Work in close relation with Maintenance planner, artisans and artisan aids.
Minimum Qualifications Required	<ul style="list-style-type: none"> Grade 12 (Matric) Driver's license
Minimum Experience and Knowledge Required	<ul style="list-style-type: none"> 2 Years' experience in accurately capturing data within a PRAGMA On Key maintenance planning environment. Experience in general typing and office administration in a maintenance environment within the mining sector.

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<p>Skills & Competencies</p>	<ul style="list-style-type: none"> • Accuracy and attention to detail • The ability to work well within a team • Continuous improvement abilities • Ability to work under pressure • Deadline driven • Reliable
<p>Attributes</p>	<ul style="list-style-type: none"> • Attention to detail • Meticulous in work execution • Zero tolerance for errors • Drive and enthusiasm • Assertive in obtaining the correct • Information • Teamwork
<p>Enquiries</p>	<p>Applicants who meet the key requirements of the job must apply and submit their CV's together with certified copies of qualifications, quoting "Data Capturer" to: - Email address: - hr@tshipi.co.za</p>