

JOB DESCRIPTION: System Administrator

Company: Sensory FX (Pty) Ltd
Location: Hennopspark, Centurion
Contract Type: Full time, permanent
Industry: Chemical

About us:

Sensory FX is a trailblazing developer and manufacturer of flavours and fragrances for a broad range of products – from food and beverages to household and personal care. As an industry pioneer in sub-Saharan Africa, we're known far and wide for our excellent service and high-quality products. Over the years, we're proud to have helped create and define some of the continent's best-loved brands. This is due to the fact that we don't just understand the science of fragrance and flavour, but the psychology behind it too – which allows us to craft uniquely appealing tastes and scents.

Purpose of position:

Updating and maintaining the raw material Masterfile to build comprehensive Product technical documents.

Roles and responsibilities:

- Update and maintain the raw material Masterfile, ensuring that all material data is current, complete, and accurate.
- Analyze business system requirements.
- Collaborate with IT and the Operations teams to ensure the Masterfile integrates seamlessly with systems that draw from international chemical databases.
- Test system functionality.
- Monitor and enhance data quality.
- Conduct frequent data audits to ensure the accuracy and consistency of information in the Masterfile.
- Investigate and resolve discrepancies relating to data.
- Monitor and stay up to date with any changes or updates to international databases that could affect the data stored in the Masterfile, making necessary adjustments.
- Capture and log non-conformance reports, ensuring they are recorded accurately and followed up on to ensure resolution and compliance in line with established procedures.
- Follow the prioritization as established by product related briefs first before maintaining the Masterfile.
- Print the Bill of Materials information and ensure accurate input of mixture data, preparing the data for the generation of Product technical documents.
- Coordinate with third-party vendors or database providers to ensure the timely and accurate flow of data into the system.

Crafting taste and scent

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Directors: MJ Mohohoma, DF Strydom.

Reg number: 2010/016074/07 VAT number: 4850258189 Customs code: 21037781

- Maintain clear and precise documentation of data management processes, updates, and data flow from the Masterfile to integrated systems.
- Provide technical support to other teams that rely on the Masterfile for their operations, particularly those related to Product technical documents generation, inventory management, compliance, and related activities.

Requirements & Skills:

- Matric.
- Advanced Microsoft skills.
- Attention to detail.
- Strong data management and organization skills.
- Skills in software integration and the ability to troubleshoot issues related to data flow.
- Knowledge of NCR management.
- Ability to work collaboratively across departments.
- Data processing, reconciliation and quality monitoring experience will be beneficial.
- Experience with ERP systems and Masterfile maintenance will be beneficial.
- Familiarity with chemical or raw material databases, and an understanding of the data needed to build Product technical documents will be beneficial.

If you are interested in this position and feel you have the necessary skills and abilities, send an email to danie@sensoryfx.co.za before 23 October 2024. If you have not heard from us within 10 business days after the closing date, please accept your application as unsuccessful.

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