



neXgro is currently in search of an Operations Administrator to join the Producers department within neXgro Marketing. neXgro SA is a transparent track and trace data Agtech company. The head office is in Krugersdorp, with satellite offices in Potchefstroom and Caledon. The group has a national footprint and provides a wide spectrum of grain-related services to producers and food processors.

Key Responsibilities Include but not Limited to:

- Administration of all procurement contracts from initiation to conclusion.
- Processing of daily transactions done on JSE.
- Audit and review of yesterday's transactions (Hedge Checks).
- Handling farmer inquiries and responding quickly to requests.
- Manage unknown reports daily.
- Managing on time payments and payment requests.
- Administration of G9 contracts.
- Administration of transaction confirmations.
- Sending and following up on onboarding documents.
- Sending and following up on unsigned contracts.
- Sending and following up on High oil Suns IP Contracting.
- Contract corrections and maintaining allocations to prevent late payments.
- Contract management to ensure there are no over-deliveries.
- Contract Management on basis contracts.
- Pricing of all unpriced contracts.
- Reconciliation of transactions and payments or any farmer payment inquiries.
- Providing feedback on any risk management inquiries to make corrections as soon as possible.
- Ensuring all requirements are in place for a smooth payment flow.
- Handling mass losses on the farmer's side.
- Requesting G8 interest calculations and following up to ensure timely payments.
- Load planned LMS onto the LMS system daily, according to the planning schedule received.
- Assisting marketers with LMS.
- Assist marketers with LMS load management and related processes.

Desired Experience & Qualification

- Matric, Diploma, Degree or equivalent will be preferred.
- Experience in grain logistic would be beneficial.

neXgro ® (A registered trademark of neXgro Holdings (Pty) Ltd)

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www.nexgro.co.za (For a full overview of our POPIA policy, list of Group companies and respective directors)



- Strong Communication Skills.
- Proficiency in Microsoft Skills (Excel, Word etc).

Personal Attributes

- Highly motivated individual that can work in a challenging and fast-paced environment.
- Good with numbers and meticulous attention to detail.
- Problem solving ability and administration skills.
- Professionalism – exceptional conduct, loyalty, and ability to maintain confidentiality.
- Excellent communication skills in both Afrikaans and English.
- Strong computer literacy and proficiency in Microsoft Office suite.
- Strong leadership and team management ability.
- High attention to detail and accountability.

Interested applicants should send their resumes to: recruitment@nexgro.co.za before or on **31st August 2026**. Due to the large number of applications, we receive, only shortlisted candidates will be contacted. If you have not had any response in two weeks, please consider your application unsuccessful.