



INTERNAL/EXTERNAL ADVERT
STORES CLERK – PERMANENT
PATTERSON JOB GRADE B3: (Ref No. STOCL 112021)
All-inclusive package – R 208 592 CTC PER ANNUM

Applications are invited from suitably qualified candidates for the Stores Clerk position that has become available in the Finance Division. The position reports to the Buyer.

Minimum Requirement & Job Competences:

- Grade 12 plus National Diploma in Supply Chain Management or Logistics;
- 2-3 years' experience in similar or related environment;
- Proven previous experience with monthly stock take/count and track the stock items;
- Set a high standard of performance;
- Honest, hard -working and loyal;
- The ability to take ownership of the position, hands on;
- Able to communicate with staff on all levels;
- Must have driver's license
- Able to understand and converse in English and Zulu;
- Ability to handle customers from diverse backgrounds and levels.

Main Duties:

- Receiving stock and check all purchases for faults and check all purchases against invoice for correct items and quantities;
- Pack incoming purchases in their respective shelves according to their relevant codes;
- Assisting with annual stocktake;
- Labelling of shelves for stock take;
- Undertake periodic stock counts;
- Processing of by-outs;
- Receiving all requisitions and processing of stock;
- Assisting in issuing out of orders;
- Checking and comparing outgoing orders to match requisitions;
- Checking quantity of orders;
- Checking all incoming goods against delivery notes to ensure that the correct items and number of items have been received

Interested candidates are requested to send detailed CV's for the attention: HEAD – Corporate Services by email to: storesclerk@shark.co.za . Please Quote Ref. No **STOCL 112021**, in your correspondence. **Closing Date: 17 December 2021**

*No late applications will be considered. Correspondence will only be limited to shortlisted candidates. Should you not hear from us within 15 days after the closing date, please consider your application to have been unsuccessful. **Selection will be made in terms of the entity's employment equity targets.** We reserve the right not to proceed with this application process. All shortlisted applicants will be subjected to pre-screening assessments.*

“APPLICATIONS FROM PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY”

“APPLICATIONS FROM PREVIOUSLY DISADVANTAGED CANDIDATES ARE ENCOURAGED TO APPLY”