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**INTERNAL/EXTERNAL ADVERT  
STORES ASSISTANT – PERMANENT  
PATTERSON JOB GRADE B1: (Ref No. STOASS 112021)  
All-inclusive package – R 138 000 CTC PER ANNUM**

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

**Minimum Requirement & Job Competences:**

- Matric with Mathematics/Accounting studying towards a National Diploma/Degree in Accounting, Supply Chain Management, Logistics or related;
- Two years experience in similar or related environment;
- The ability to count accurately
- Good customer service experience
- 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;
- Responsible for the issuing of uniforms to staff (HQ, base stations and individuals);
- Receive requisition form, check details and draw required items from stock for issue;
- Record all issues in record book detailing numerically – date, number stamp, and specification;
- Issue maintenance items for boats and motor vehicles (spares, parts, paint, brushes, thinners, nuts and bolts etc);
- Drive to collect items or running if other errands that may be necessary;
- Motorbike deliveries, collection etc.

Interested candidates are requested to send detailed CV's for the attention: HEAD – Corporate Services by email to: [storesass@shark.co.za](mailto:storesass@shark.co.za) .Please Quote Ref. No **STOASS 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”**