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| JOB TITLE | : | Raw Materials Stock Controller |
| DEPARTMENT | : | Raw Materials Warehouse |
| PURPOSE OF THE POSITION | : | Monitor all stock movement in and out of the warehouse, Accuracy of movement, Effectiveness of movement |
| WORKING HOURS | : | 8 am – 5 pm, Mon - Fri |
| MINIMUM SKILLS AND KNOWLEDGE REQUIRED | : | <ul style="list-style-type: none"> ✓ Matric with Maths as a subject would be advantageous ✓ 1 Year experience in a similar environment ✓ Computer Literate (MS Office) ✓ Good communication skills ✓ Experience in Warehouse advantageous ✓ Experience in Granite System a definite advantage ✓ Forklift license would be advantageous ✓ Fully literate (reading and writing) ✓ Aptitude for figures |
| BEHAVIOURAL DIMENSIONS | : | <ul style="list-style-type: none"> ✓ Attention to detail ✓ Ability to work accurately with minimum supervision ✓ Willing to work overtime and over weekends ✓ Ability to plan and work pro-actively |
| BRIEF DESCRIPTION OF KEY PERFORMANCE AREAS | : | <ul style="list-style-type: none"> ✓ Be able to execute Granite stock counts ✓ Returning of unused raw materials from production physically and on the Granite system if required ✓ Operate the Granite program loaded on scanners. Scan and move issue or take-on where needed ✓ Create tracking entity barcodes for raw materials ✓ Print Granite reports, verify reports ✓ Inspect the quality of all raw materials and packaging ✓ Ensure correct materials are counted and in correct storage locations ✓ Assist with stock counts if requested ✓ Adhere to Health & Safety procedures at all times |
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| CONTACT PERSON | : | Leaton Martin – Department Head |
| DEADLINE FOR APPLICATIONS | : | 15 February 2024 |
| TO APPLY | : | <ol style="list-style-type: none"> 1. Should you meet the requirements for this position, please apply ONLINE. 2. Ensure you select the correct position you are applying for. 3. Incl. motivational letter (why you are suitable for the position) 4. Incl. updated CV (incl. contactable references and highest qualification) |

Important to note:

*Please consider your application as unsuccessful if you have not been contacted within 2 weeks.

**By applying for the position, the applicant gives permission to the Company to scrutinise and process personal information shared.

