

JOB TITLE	:	Raw Materials Shift 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	:	Rotational Shifts (7am – 7 pm / 7pm – 7am)
MINIMUM SKILLS AND KNOWLEDGE REQUIRED	:	<ul style="list-style-type: none"> ✓ GR 12 with Maths as a subject would be advantageous ✓ 2 Years experience in Warehousing / FMCG / similar environment ✓ Experience in Stock Management/Movement preferred ✓ Computer Literate MS Office ✓ WMS (Granite/Syspro) Experience a BIG plus! ✓ Forklift License will give your application an advantage
BEHAVIOURAL DIMENSIONS	:	<ul style="list-style-type: none"> ✓ Attention to detail ✓ Good communication skills ✓ 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"> ✓ Issue stock according to FIFO principle ✓ 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 ✓ Warehouse equipment used is safely stored and packed away after use ✓ Print Granite reports, verify reports ✓ Ad-hoc Instructions given by Granite WH Controller, WH Supervisor or WH Manager ✓ Issue stock to Production according to Picking Slips ✓ Be able to operate a forklift and have a valid licence ✓ Assist with stock counts if requested ✓ Adhere to Health & Safety procedures at all times
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.

