

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)
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"> ✓ 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 ✓ 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	:	Rene Mertens – Raws Manager
DEADLINE FOR APPLICATIONS	:	10 August 2022
TO APPLY	:	<p>Should you meet the requirements for this position, please apply by submitting your application to the HR Post box / Apply online at Chill Bev’s career portal.</p> <ol style="list-style-type: none"> 1) Clearly stipulate the position you are applying for in the subject line “Raws Stock Controller” 2) Motivational letter (why you are suitable for the position) 3) Detailed, updated CV 4) Attach 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.

