



JOB TITLE	:	FG Warehouse Administrator
DEPARTMENT	:	Finished Goods Warehouse
MOTIVATION	:	Administrators are required to prepare documents and capture data, to ensure continuity in the administrative function during the nightshift.
WORKING HOURS		Rotational Shifts: 7am to 4pm, 10am to 7pm
MINIMUM SKILLS AND KNOWLEDGE REQUIRED	:	✓ Matric Certificate - Advantageous ✓ Fully Computer literate – MS Excel, Outlook Emails ✓ Previous experience in Warehouse Management System advantageous ✓ Previous experience in Warehousing / Stock control advantageous ✓ Excellent administrative skills ✓ NB! Only applicants with previous Administration and proven Computer skills will be considered for the position.
BEHAVIOURAL DIMENSIONS	:	✓ Attention to detail ✓ Ability to work under pressure ✓ Excellent communicator (written + verbally) ✓ Ability to work unsupervised - a self-starter
BRIEF DESCRIPTION OF KEY PERFORMANCE AREAS	:	✓ Ensure POD'S are received and sent off to Finance department ✓ Issuing and return pallets on myCHEP system ✓ Process documents for loads ✓ Stock control: Ensure FIFO and LIFO are adhered to in Warehouse ✓ Report and request Damage off stock transfers ✓ Report any deviations to plans ✓ Filing of documentation
CONTACT PERSON	:	Albert van Tonder – Distribution Manager
DEADLINE FOR APPLICATIONS	:	17 July 2026
TO APPLY	:	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. 1) Clearly stipulate the position you are applying for in the subject line "FG Warehouse Administrator" 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.