



Material Handling Operator – Store Keeper

What are the Responsibilities of this position?

- Data capturing of all warehouse related information on a regular basis.
- Local purchasing – coffee, tea, water for the department within Kangnas WF
- To exercise general control over all warehouse related activities – Tools, spares, calibration expiry dates, deliveries and dispatching of parcels.
- To ensure safe keeping both as to quality and quantity of materials.
- To maintain proper records of all warehouse related activities.
- To initiate purchase requisitions for the replacement of stock of all regular stores items whenever the stock level of any item of store approaches the minimum limit fixed in respect thereof.
- To initiate action for stoppage of further purchasing when the stock level approaches the maximum limit.
- To check and receive purchased materials forwarded by the receiving department and to arrange for the storage in appropriate places and keep an updated inventory.
- To reserve a particular material for a specific job when so required.
- To issue materials only in required quantities against authorised requisition notes/material lists.
- To check the book balances, with the actual physical stock at frequent intervals by way of internal control over wrong issues, pilferage, etc.
- Stock count / take on a monthly basis
- Manage spares in stock according to the work instructions with regards to storage requirements.

What do I need to qualify for the position?

- Minimum Matric
- Minimum 2 years experience in similar environment
- Technical & Computer Literacy:
- Intermediate knowledge of Microsoft Office – Word, Excel, Outlook, PowerPoint, MS Projects
- Results orientated
- Thorough, detail-directed and highly organized
- Honest and loyal, committed to achieving company goals
- Team player who establishes good rapport with colleagues

Please submit CV's to thabiso.boase@siemensgamesa.com before 31st July, 2020

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