

Section: Machine Shop

Position: Store man

Reference no: 08/02/21SM

Date: 2021.03.04

Closing date: 2021.03.12

A Vacancy exist for a Storeman to large Engineering company.

Job Requirements:

- Grade 12 (Matric)
- Qualification – stock control certificate (advantage)
- Minimum 2 years' experience in storekeeping, inventory control and record keeping.
- Experience in Microsoft Excel and Word
- Must be familiar with ISO 9001: 2015
- Excellent written and verbal communication skills.
- Valid driver's licence.
- Physical ability to frequently lift and carry materials.
- First Aider (Advantage)
- Knowledge of Engineering equipment.
- Basic measurement of materials.

Duties and responsibilities:

- Maintain receipts, record withdrawals from the store.
- Receive, load and unload supplies.
- Communicate daily with Admin department.
- Attend weekly morning meetings.
- Attend and participate in safety meetings.
- Monitor conditions of tools.
- Assist with scheduled calibrations.
- Rotate stock.
- Manage stock in conjunction with Operational Manager.
- Issue consignment stock to staff.
- Report any misuse of equipment.
- Assist with expediting.
- Record consignment usage.
- Ensure housekeeping of storeroom and clean in and around working area.
- Be used as and when required during downtime to assist in different departments.
- Marking of goods on receipt and despatch.
- First Aider.
- Safety Inspections.
- Locking up in the afternoons.
- Measurement of materials.

It is an unsuccessful application if not called for an interview within 5 working days after closing date.

Submit a registered CV to admin@boschpick.com or in sealed envelope in the dropbox at the main entrance complete with application form and relevant documents.