



## STOREMAN

### **PRIMARY JOB PURPOSE**

Responsible for managing the store's activities from receipt, storage through to issue, distribution and control of materials, goods and consumables and maintaining the effective stores and materials control policies and procedures as determined by management. Keeping stores clean by complying with all health and safety policies, procedures and standards set out.

### **KEY RESPONSIBILITIES**

- Controlling stores according to the policies and procedures determined by management.
- Raising purchase orders as requested by management.
- Placing orders with suppliers once a purchase order has been authorised by management.
- Ensuring that the correct quantity of stock is always on hand and notifying management when stock levels are below the par level.
- Liaising with suppliers, advising management of the best possible price and quantity when raising a purchase order.
- Receiving stock according to the authorised purchase order, checking that the correct quantity and quality is delivered.
- Stamp and sign invoices / delivery notes for stock received.
- Ensuring that received stock is packed properly, neatly, and correctly.
- Ensuring that credit notes are issued for all stock shortages, returns or price adjustments and that the supplier representative delivering the stock has signed the credit note.
- Ensuring that stock is only issued when presented with an authorized stock requisition form
- Ensuring that the person receiving the stock signs for it on the stock requisition form.
- Conduct all stores stock counts as requested by management. Ensuring that stock is counted accurately and that the stock count sheet are signed and dated after the count.
- Ensuring that stock count sheets are completed neatly and corrections are initialed.
- Ensure that all stores documents, purchase orders, invoices, credit notes and stock counts sheet are kept together and filed in an orderly manner.
- Ensure that the correct stock code is used when raising purchase orders and that invoices and stock requisitions are coded correctly.

- Capture all purchase orders into the inventory system and from time-to-time GRN's and invoices as determined by management.
- Ensure that stores are at all times kept clean, tidy and in order and according to health and safety and hygiene regulations.
- Check stock variances and give explanations for variances within the stores falling under this position.
- Ensure that storeroom keys are signed for at the start of a shift and signed back in once a shift end.
- Ensure that the stores are kept locked at all times when not present in the storeroom.
- Identify stock that is not moving and inform management.
- Ad-hoc stores projects and reporting as determined by management.

## ***PERSONAL ATTRIBUTES & SKILLS***

- Strong communication skills (written and verbal).
- Ability to cope under pressure.
- Ability to pay attention to detail.
- Adherence to policies, procedure and standards.
- Ability to make quick decisions.
- Attention to detail.
- Accuracy.
- Honesty.
- Good planning skills.

## ***MINIMUM / PREVIOUS EXPERIENCE***

- Ability to communicate effectively.
- Minimum 3 years' working experience as a Storeman or similar field.

## ***QUALIFICATION***

- Matric or equivalent.
- Tertiary qualification in stock control or similar (an advantage).
- Computer literate.

## ***PROPERTY***

- Woodmead

**APPLY NOW!**

## ***APPLICATION PROCESS:***

**Interested employees must complete the application form and submit with their CV's to [careers@ccj.co.za](mailto:careers@ccj.co.za) by no later than 27<sup>th</sup> September 2024.**