



An exciting and challenging opportunity exists for an energetic and enterprising individual to fill the following position within the Swartland Group

## STORE CONTROLLER

Type of employment: Permanent (6 months probation)

Job Grade: Patterson B-Band

Location: Hardware Store, Moorreesburg

Reference: SCHM/240048

**Main Purpose of the Job:** Reporting directly to the Store Superintendent, the incumbent will provide administrative, clerical and procurement support services whilst maintaining and implementing company policies, procedures, standards and driving the disciplines of World Class Manufacturing principles.

**Minimum requirements:** ▪ South African Citizen ▪ Grade 12 with relevant qualification in General Office Administration / Data Capturing / Logistics/ Supply Chain Management ▪ Computer Literacy (MS Office, EXCEL intermediate, SYSPRO) ▪ 2-3 years work experience in a store/warehouse/production/procurement environment ▪ Operational experience in procurement ▪ Valid Driver's License ▪ Valid Forklift License will be advantageous ▪ Willingness to learn ▪ Willingness to work overtime and weekends as and when required.

**Physical and Environmental requirements:** ▪ Incumbent must be able to remain in a standing position for extended periods of time ▪ work in a variety of environmental conditions with exposure to the heat & dust elements ▪ move heavy objects with proper equipment.

**Key performance areas (inclusive but not limited to):** ▪ Execute all administrative functions accurately: Order, receipt, issue and dispatch materials to relevant areas as well as clerical and document functions ▪ General office & people management ▪ Inspection of and reporting on incoming deliveries (quantity and quality) and variances ▪ Order management and communicate with suppliers. Manage inventory levels, stock accuracy, storage and distribution of goods.

**Knowledge, skills and competencies:** ▪ Working knowledge of inventory/stock control & procurement principles ▪ Excellent verbal and written communication skills (English and Afrikaans) ▪ Numerical Skills ▪ Analytical, problem solving and organisational skills ▪ Leadership and supervisory skills ▪ Well organised and attention to detail.

If you are committed to delivering world-class manufacturing services, ascribe to the Swartland Group shared values set and your credentials *meet the minimum requirements* of the position, you are kindly invited to forward your applications to [hr@swartland.co.za](mailto:hr@swartland.co.za), quoting the reference number, notice period, current & expected salary.

Closing Date: 29 July 2024

Note: Applications must be submitted on the Company Application for Employment Form, obtainable from reception at the relevant location indicated on the advert, and must be accompanied by a comprehensive CV, including the details of at least two contactable referees (should be people who recently worked with the applicant) and certified copies of qualifications and identity document. Where a valid driver's licence is a requirement, applications must attach a certified copy of such licence. If you have not been contacted within one (1) month of the closing date, please consider your application unsuccessful. Successful candidates may be required to undergo competency test assessments and where applicable a technical exercise that intends to test relevant technical elements of the job.

Applications send to the wrong address and/or received after the closing date or those that do not comply with the requirements, will not be taken into consideration.

Swartland Investments (PTY) Ltd. reserves the right not to make an appointment.