

## JOB DESCRIPTION

(Annexure "A")

### **TECHNICAL STOREMAN**

Document Ref: HR0100(138)

Issue: April 2025 – Rev. 00

#### **POSITION REQUIREMENTS:**

**PURPOSE OF JOB:** Compiles and maintains records of quantity and type of material received, stocked and issued and prepares material to be issued against the stock requisition received. Compiles and maintains inventory of material received, stocked and issued. Inspects goods upon delivery to ensure the level of quality and quantity and ensures adherence to specifications.

**QUALIFICATION:** Grade 12 or NQF Level 3

**EXPERIENCE:** Over 3-years' experience in a stores environment.  
Comprehensive knowledge of inventory control and warehouse operations.  
Proven record of providing excellent customer service.  
Good written and verbal communication skills.

**SKILLS:** Clerical skills.  
Customer Service and communication skills.  
Critical thinking.  
Excellent knowledge of Inventory Control principles and cycle counting process.  
Working knowledge of Syspro.  
Ability to work under stress and pressure.  
Ability to handle multiple tasks.  
Ability to work within a team of people.  
Excellent ability to perform other duties such as filing, typing and answering phone.

**TRAINING:** Intermediate user of MS Word & Excel (Office)  
Computer Literacy  
Syspro Training  
Awareness Training on relevant ISO Standards. (ISO 9001 / ISO 14001 / ISO 45001/ ISO 3834-2)  
Awareness Training on Hazardous Chemical Agents Regulations from a Handling Perspective  
Noise Induced Hearing Loss Training  
Ergonomics  
Hazardous Chemical Substances Training

This document defines your duties, responsibilities, and authorities as a **Technical Storeman** at LH Marthinusen Driehoek.

**REPORTS TO:** Workshop Manager

**OTHER SIGNIFICANT RELATIONSHIPS:** Management  
Sales team  
Buyers  
Foreman's  
Other Stores Employees

**DUTIES, RESPONSIBILITIES AND AUTHORITIES:**

**1. Duties and Responsibilities**

- 1.1 Ensure that all goods received are recorded accurately and timeously in Syspro.
- 1.2 Ensure that all stock issued is recorded accurately and timeously in Syspro.
- 1.3 Ensure that all queries relating to goods received and issued are resolved timeously.
- 1.4 Stock Takes – ensure that all stock count sheets are captured accurately in Syspro.
- 1.5 Ensure that all documents relating to stock issues are stored in accordance with statutory and documented information requirements.
- 1.6 Ensure adherence to the company's procurement and logistics policies and procedures.
- 1.7 Assist in the physical issuing and receiving of stock.
- 1.8 Attend meetings as and when required.
- 1.9 To batch stock requisitions for processing.
- 1.10 Pulling materials and issuing according to a job card.
- 1.11 Physically counting stock as per stock staking.
- 1.12 Arranging and controlling credit returns from the workshop.
- 1.13 Capture stock requisitions when necessary.
- 1.14 Ensure that all transactions are recorded in the company database. (Syspro)
- 1.15 Ensure that your workstation is kept clean and always maintained.
- 1.16 Adhere and comply with Welding Quality Management System (ISO 3834-2) requirements and documented procedures related to the Quality Requirements for Fusion Welding of Metallic Materials.
- 1.17 Correct handling storing and issuing of Welding Consumables and materials – Ensure that all welding Wire is issued out using Welding Consumable Request LHM (F)QF-018 Consumable Request Record and in case of Stick (SMAW) Welding ensure that Welding Electrodes Issue & Return Record LHM(F)-QF-021.
- 1.18 Check components of pre-kits as supplied by raw materials stores are as per BOM.
- 1.19 Check BOM is correct for specified fan.
- 1.20 Check quantities of components are sufficient to build fan.
- 1.21 Check quality of components is of acceptable standard.
- 1.22 Report any discrepancies of the above to s and quarantine components as per procedure.

**2. Finance and Human Resources**

- 2.1 Ensure compliance with all relevant policies and procedures as determined by the HR department.

**3. SHEQ (ISO 9001, ISO 14001 & ISO 45001)**

- 3.1 Familiarise yourself and adhere with the relevant SHEQ Integrated Management systems procedures that are relevant to the Stores Department.
- 3.2 Ensure that all products, chemicals, materials delivered to the Stores as stock items are delivered with a Safety Data Sheet.
- 3.3 Ensure that all PPE purchased as stock items are delivered to the Stores as stock items are delivered with a technical data sheet of the PPE.

**4. Authorities**

4.1 Countersign all stock requisitions.

4.2 Liaise with the Project administrator for approval on certain stock items.

The Company may also call upon you from time to time to assist with other tasks which might not be specified above, in which instance you would report directly to the Manager concerned.

	<b>NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>WORKSHOP MANAGER:</b>	Andries Pretorius		
<b>WAREHOUSE MANAGER:</b>	Dioen Makhado		
<b>PROCUREMENT &amp; LOGISTICS EXECUTIVE:</b>	Bheki Mandlazi		
<b>DIVISIONAL HC MANAGER:</b>	Charmaine Hall		

<b>NAME, SURNAME &amp; EMPLOYEE NUMBER</b>	<b>SIGNATURE</b>	<b>DATE</b>