



**Company Notice
HR04/2025**

JOHN THOMPSON (A Division of ACTOM (Pty) Ltd) is South Africa's largest manufacturer of industrial and utility boilers, that services both local and export markets, an equal opportunity company, promoting affirmative action, has a vacancy for a:

INVENTORY CONTROL CLERK **Bellville**

A vacancy exists in the Manufacturing Business Unit (Bellville) for an Inventory Control Clerk. The successful applicant will be reporting to the Stores Supervisor. The main purpose of the job is to ensure that accurate inventory levels are maintained and to support the Stores Supervisor with the day to day running of the Stores.

QUALIFICATIONS

- Grade 12
- Qualification in Inventory Management or Supply Chain Management (Advantageous)
- Forklift License (Advantageous)
- Computer literacy is essential

EXPERIENCE

- 3-5 years' inventory experience in a Manufacturing environment
- ERP Systems (SYSPRO, Business Objectives)
- Knowledge of store procedures and control measures.
- Sound understanding and commitment to excellent inventory control measures.
- Computer literacy is essential

KEY RESPONSIBILITIES

- Monitoring inventory levels and communicating with procurement or Production Supervision regarding any shortages.
- Proactively identify, mitigate, track, and report inventory issues
- Conduct periodic cycle counts and annual stocktake.
- Updating inventory count and maintaining inventory records to share with management and other stakeholders in the business.
- Goods inward receipting and control.
- Assist with the Loading/offloading of stock or deliveries with Forklifts.
- Improving upon inventory management procedures and policies.
- Assists store supervisor in devising new ways to reduce stock loss and maintain inventory control.

SKILLS AND CHARACTERISTICS

Strong mathematical and analytical skills
Attention to detail and organizational skills
Strong verbal and written communication skills

- The successful candidate should be willing to work overtime and on weekends when required.
- Interviews will take place at our Bellville Office.

PLEASE NOTE: CV's without certificates will be disqualified

Applications accompanied by a cover letter, ***indicating position applied for and a current CV and certified certificate*** may be forwarded for the Senior HR Officer's attention at PO Box 129, Bellville, 7535 or e-mailed to the Senior HR Officer at HumanResource@johnthompson.co.za by no later than **Friday, 07 February 2025**.