

POWER TRANSFORMERS

Job Description Template

Job Title: Stores Intern	Paterson Grade Level:
Department/Division: Stores	Reporting Line:
Direct Reports: 0	Closing Date: 28 August 2026

Job Purpose

The Stores Intern is responsible for receiving, inspecting, storing, issuing, and maintaining stock and materials within the warehouse or stores environment. The role ensures accurate inventory control, efficient material handling, and compliance with company policies and safety standards to support operational requirements.

Key Responsibilities

Inventory Management

- Receive, check, and record incoming stock and materials.
- Verify quantities and quality against delivery notes and purchase orders.
- Maintain accurate stock records and inventory databases.
- Conduct regular stock counts, cycle counts, and stock takes.
- Investigate and report inventory discrepancies.

Goods Receiving and Dispatch

- Inspect incoming goods for damage or shortages.
- Process goods receipts and update inventory systems.
- Prepare and issue materials according to requisitions.
- Pack and dispatch goods for delivery or collection.
- Ensure all dispatch documentation is accurately completed.

Warehouse Operations

- Store materials safely and systematically.
- Maintain clean, organized, and secure storage areas.
- Ensure materials are correctly labelled and easily accessible.
- Monitor stock levels and report low-stock items.
- Assist with stock rotation to prevent obsolescence.

Safety and Compliance

- Follow company health and safety procedures.
- Use personal protective equipment (PPE) as required.
- Operate forklifts and material handling equipment safely (where licensed).

- Maintain housekeeping standards within the warehouse.

Administration

- Complete stock transaction records accurately.
 - Generate reports on stock movements and inventory levels.
 - File and maintain warehouse documentation.
 - Support audits and inventory verification processes.
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Human Capital Management

This role is responsible for:

- Demonstrating professionalism and a willingness to learn.
 - Following all company policies, procedures, and code of conduct.
 - Attending all required training and development programmes.
 - Maintaining good attendance, punctuality, and teamwork.
 - Supporting the Stores team in achieving departmental objectives.
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Quality, Environment, Occupational Health & Safety Management Responsibilities

- Comply with the requirements of **ISO 9001, ISO 14001, and ISO 18001** standards and related company management systems applicable to the Stores Department.
 - Follow all health, safety, environmental, and quality procedures.
 - Immediately report unsafe conditions, incidents, or damaged materials.
 - Maintain good housekeeping standards within the warehouse.
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Minimum Qualifications and Experience

- **Required Education:** Grade 12 (Matric). A National Diploma or qualification in Logistics, Supply Chain Management, Warehouse Management, Operations Management, or a related field is advantageous or currently being completed.
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Skills and Competencies

- Attention to Detail
 - Communication Skills
 - Time Management
 - Teamwork
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Other Responsibilities

- **Ad-Hoc Duties:** Assist with special inventory projects, warehouse reorganizations, stock takes, and other reasonable duties assigned by management.
 - **Continuous Improvement:** Support initiatives aimed at improving warehouse efficiency, housekeeping, inventory accuracy, and operational processes.
 - **Personal Development:** Demonstrate commitment to learning by participating in training, developing knowledge of warehouse operations, and building skills for future career growth within supply chain and manufacturing.
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