

Job Description
<b>STORE MAN – RECEIVING AND DESPATCHING</b>

Job Summary (Overall purpose and objective of the job)	
<ul style="list-style-type: none"> <li>• Receives and packs goods.</li> <li>• Take stock from stores as per delivery note, picking slip, pack goods as required, mark as applicable with delivery note numbers/customers/destination and remove stock to the dispatch area.</li> <li>• Responsible for Health, Safety and Environment Monitoring and administration</li> </ul>	
<b>Reports to</b>	<ul style="list-style-type: none"> <li>• Head of Procurement</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Matriculated, good record keeping skills</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>• 1-2 year performing stores administration and Syspro Experience</li> </ul>
<b>Abilities ,Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to lift and move heavy objects.</li> <li>• Experience with Material handling equipment, sorting and packing, and excellent understanding 5s.</li> <li>• Experience within the transformer industry will be add advantage.</li> </ul>

Technical Abilities	Actions
<b>1. Duties and Responsibilities</b>	<p>1.1 Storeman must check the received goods according to the supplier's delivery note e g: size length &amp; weight. The weight must be on the label, if these no weight, it must not be accepted.</p> <p>1.2 Receiving tools, components and materials from customers and suppliers.</p> <p>1.3 Pulls stock from stores and checks against dispatch document.</p> <p>1.4 Kitting and issuing tools, components and materials to the Shop Floor as specified by the Job Card in a timely manner to meet manufacturing schedules.</p> <p>1.5 Ensure all received stock is undamaged and that everything ordered is present and accounted for. In case of receiving material damages raise a Non-conformance on the system.</p> <p>1.6 Maintain stock, stores and surrounding area in a neat and tidy environment.</p>

	<p>1.7 Ensuring the Head of Procurement and Factory Manager are informed of low stock and other shortages which may require re-ordering.</p> <p>1.8 Ensure that re-order points are always adhered to.</p> <p>1.9 Ensure all products are suitably packaged, properly labelled and that delivery service used is adequate to meet customer requirements.</p> <p>1.10 Always promote company image through effective and courteous dealings with customers and staff.</p> <p>1.11 Maintains, updates stock and keeping proper records.</p> <p>1.12 Loading and offloading trucks and orders.</p> <p>1.13 Generating reports on inventory balance and shortages.</p> <p>1.14 Any other duties may be required by the Head of Procurement.</p> <p>1.15 Performing any other duties that may be deemed necessary to ensure effective running of the Department and Company.</p> <p>1.16 Verifies stock and maintains security of stock.</p> <p>1.17 Responsible for Health, Safety and environment monitoring and administration.</p>
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*This job description is intended to describe the general nature and level of the work performed by the job incumbent. It is not an exhaustive list of all responsibilities, tasks and skills required to perform the job. The employee may be required to perform reasonable additional tasks and duties outside of this description, if so, required by the employer.*