



OTTOBAUTHENTIC

Let's Talk... we're looking for:

ASSISTANT STOREMAN / CHECKER

Wetton, Cape Town

Salary: R10 000 pm CTC

Role:

Assistant Storeman / Checker Position required for well-established Transport and Logistics Company. Must be a self-motivated individual who operates well under pressure and is willing to get things done

Qualifications and Accreditations

- ① Grade 12 or equivalent qualification.

Responsibilities:

- ① Collection and hand over of the Job sheets from Operations
- ① Giving instruction to the Team Leaders for the moves of the day
- ① Ensuring that the warehouse is kept in order as per the AMOSA/FAIM requirements
- ① Ensuring that packing materials/wood is always in stock
- ① Phoning the Drivers in the mornings to ensure that they are at the residence.
- ① Ensuring that the records of goods in/out of the warehouse are kept updated.
- ① The inventories of goods must be marked with the area in the warehouse where stored
- ① Being able to measure a consignment
- ① Ensuring that the storage pallet records are up to date.
- ① Stack volumes on all shipments received into store
- ① Supervising the loading of containers at store
- ① Receiving/dispatching of packing materials.

Basic Requirements

- ① Good telephone communication skills
- ① Computer literacy on Google web-based applications, Excel & Word
- ① Accuracy with figure work
- ① Previous experience in Warehouse Management an advantage.
- ① Forklift license
- ① Driver's license

Kindly note: If you have not heard from us within 7 working days, your application was unsuccessful.

How to Apply: Please submit your resume to: elsa@ottobauthentic.co.za and use the job title as the subject.