



ESG Exports - Johannesburg, South Africa

Storeman -M4100

Closing date: 15 March 2024



### Key Objectives:

- To receive, issue and store stock in store as per requirements.
- Ensure stock accuracy of the entire store.
- Ensure that all stock is properly wrapped and stored in a sealable condition.
- Report all stock variances and discrepancies to the Manager.
- To record and store customer samples.
- Receiving and verification of stock.
- Capturing of received goods on the system.
- Picking processed orders promptly and packing these in the dispatch area.
- Signed confirmation of picked goods on the document.
- Receive and verify credit returns and place in demarcated area.
- Strictly follow ESG credit return procedure.
- Monitor deliveries and communicate delays to relevant staff.
- Participate in stock relocation program.
- Ensure up to date filing of all documentation.
- Prepare waybills of parcels with proper packaging for despatch.
- Perform allocated administrative tasks.

### Minimum Requirements:

- Matric
- Minimum 2 years' experience
- Forklift licence is an advantage.

Should you have the necessary skill set, attach a brief CV to: [mohlaled@bmgworld.net](mailto:mohlaled@bmgworld.net) - Please indicate REF: **M4100** on the subject line.

All internal applicants are required to complete an IVAF form signed off by line manager prior to submitting application.

Closing date for applications - **15 March 2024.**

*If you have not received notification regarding your application within 2 weeks, please accept that your application was unsuccessful.*