



**WE ARE
HIRING
VACANCY**

Vacancy: UPG - Cape Town

Storeman -M4075

Closing date: 08 March 2024



Roles & Responsibilities:

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- To receive, issue and store stock in store as per requirements.
- Maintain the stores.
- Responsible for stores housekeeping and creating a safe working environment for all staff.
- 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 UPG credit return procedure.
- Print and action relevant stock reports.
- 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 1-2 years' Warehouse experience

Should you have the necessary skill set, attach a brief CV to: mohlaled@bmgworld.net - Please indicate **REF: M4075 "Storeman"** on the subject line.

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

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