



Vacancy: UPG Autobax -Port Elizabeth, South Africa

Storeman -M4473

Closing: 2 August 2024



Roles & Responsibilities:

- 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 dispatch.
- Perform allocated administrative tasks.

Minimum Requirements:

- Matric
- Minimum 2 years' Stores experience
- Valid driver's license

All internal applicants are required to complete an IVAF form signed off by Line Managers prior to submitting the application.

Should you have the necessary skill set, attach a brief CV to: mohlaled@bmgworld.net - Please indicate REF: M4473 on the subject line.

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