

## INTERNAL ADVERTISEMENT

A vacancy exists for a Warehouse Yard Cleaner / General Worker within ATM Solutions in Johannesburg.

The purpose of the position is to maintain a clean warehouse. You will also be required to assist with ad-hoc duties as well as assist the Warehouse Team.

### **The responsibilities of the position include, but not limited to:**

#### **Warehouse Cleanliness**

- Ensuring the yard is always neat and clean
- Maintain a Daily Maintenance Checklist
- Maintain Vandalized ATM Area, always keep neat and tidy
- Checking and reporting on the skip (bin) collection with the WH Receptionist
- Sweep and pick up all dirt and tyre puncture hazards around the warehouse
- Engage team members to arrange for various vandalized components to be collected

#### **Warehouse Maintenance**

- General maintenance of the warehouse facility i.e. changing lightbulbs / fixing door handles etc.

#### **Ad Hoc Requirements**

- Assisting the Warehouse Team to maintain optimum customer service levels
- Issuing and distribution of various stock items
- Receiving of Faulty Stock from the network
- Receiving of Good Stock from suppliers
- Assist Part Salvage technician recovering parts from ATMs

#### **Stock Distribution**

- Assist with wrapping and packing of ATM's, signage and other installation parts
- Manage Warehouse documentation
- Administrative accuracy

### **In order to be considered for the position, the following requirements must be met:**

- Matric
- Must have basic knowledge and be able to use hand and power tools i.e. Grass Cutter / Leaf Blower / Hammer / Screwdrivers etc.
- Basic knowledge of how to use a Computer is advantageous

### **Behavioral Competencies:**

- |                                |                                   |
|--------------------------------|-----------------------------------|
| • Planning & Organising        | • Passion & Attitude              |
| • Communication & Impact       | • Continuous Learning             |
| • Customer Focus               | • Industry and Business Knowledge |
| • Problem-solving              | • Driving for Results             |
| • Initiating Action            | • Adaptability                    |
| • Contributing to Team Success | • Coping with stress / change     |
| • Work Standards               |                                   |