

INTERNAL ADVERTISEMENT

A vacancy exists for a Receiving and Dispatch Clerk in Johannesburg within ATM Solutions.

The purpose of the position is to manage incoming deliveries by verifying and signing for stock received, updating all internal systems, stock take and liaise with the financial department for payment.

The responsibilities of the position include:

- Check physical quantities of stock received
- Update the receiving file
- Date Capturing on the Inventory management system
- Submit source documents to finance for payment
- Scan source documents on company network drive
- Communicate / update all relevant departments on stock received
- Monthly stock counts – stock take
- Filling
- Adhere to all Health and Safety Regulations
- Ensure clean and orderly working environment

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

- Matric
- Must be MS Office proficient especially in Excel
- Min 3 years' experience in Dispatching and Receiving
- Min 3 years' experience in capturing information onto a warehouse system
- Ability to communicate effectively

Behavioral Competencies:

- Planning & Organising
- Communication & Impact
- Customer Focus
- Problem-solving
- Initiating Action
- Team work
- Passion & Attitude
- Detail Orientation
- Computer Literacy
- Adaptability
- Coping with stress / change