

INTERNAL ADVERTISEMENT

A vacancy exists for a Small Spares Controller in Johannesburg.

The responsibilities of the position include:

Ordering Stock

- Placing orders for all consumable items by generating purchase orders once authorised
- Following up on orders and receipting the items once the stock has been received
- Processing payments for items received and ensure payment was done by the finance department

Receiving Small Spares Stock

- Receiving stock from suppliers and verifying that the stock received matches the description of the order and the quantity ordered
- Capturing the stock received on the system
- Obtaining invoices and delivery notes from suppliers and obtain authorise
- Scanning the signed invoice and the delivery note and sending it to the Financial Director
- Packing the stock in the correct location
- Ensuring that small spares received from new suppliers is given to the QC department to be tested to ensure quality

Dispatching Small Spares

- Issuing spares to repair centre at their request
- Assisting with regional request for small spares that are received on a requisition form
- Picking stock from and sending it to the main store to be couriered to the regions
- Ensuring that all stock received and stock movement is captured on the internal systems and monitoring the stock to ensure sufficient stock availability
- Obtaining a notification via e-mail from the internal systems to advise that the minimum stock levels have been reached and ensuring that stock is ordered
- Correcting discrepancies between actual stock and the system quantities by reporting the discrepancies and requesting that the system stock levels be adjustment
- Counting all stock quarterly for main stock counts and carrying out weekly cycle counts (5 to 10 items)
- Identifying redundant stock and reducing the minimum stock levels
- Compiling inventory reports on a weekly and monthly basis and showing stock usage or movement, orders placed and received, distribution of stock items and stock levels

Faulty Stores

- Assisting Faulty Stores when the faulty stores controller is away from the office
- Receiving faulty spares from internal department
- Unpacking the faulty spares, barcoding the spares and scanning the spares
- Packing the spares in the faulty spares area
- Issuing spares to repair centre

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

- Matric
- Relevant Warehouse Certificate
- MS Office with a focus on Excel
- Minimum 2 years' experience in stores and inventory management
- Previous knowledge in Parts, inventory, report writing and stock management system is essential

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