

VACANCY

STORES ADMINISTRATOR HIRT & CARTER – CAPE TOWN

CORE PURPOSE OF THE JOB:

The Stores Administrator is responsible for servicing the stock needs of the factory to ensure continuity of operations.

KEY PERFORMANCE AREAS:

- Receiving of goods and ensuring that quantities & specifications are correct
- Ensure the efficient issue of raw materials into production in order to facilitate customer delivery dates
- Manage returns from factory for non-compliant stock
- Manage returns from factory for stock not required
- Ensure that all transactions are processed promptly and accurately

QUALIFICATIONS / EXPERIENCE:

- Minimum matric with 2-3 years relevant stores/materials experience
- Understanding of stock / substrates used in the print industry
- Strong numerical and computer skills

BEHAVIOURS & ATTRIBUTES:

- Honesty and integrity
- Attention to detail
- Ability to work under pressure and adhere to deadlines
- Team player

The advert has minimum requirements listed.
Management reserves the right to use additional / relevant information as criteria
careers@hirtandcartergroup.co.za
Closing date for applications is Wednesday 6th March 2019

