![silulumanzi - A **SAWW** Company]

VACANCY

THE FOLLOWING POSITION IS AVAILABLE AT SILULUMANZI
STORES CONTROLLER
Department: Finance.
Report to: Procurement Manager
Location: Kanaal Street, Mbombela,

The successful applicant is required to perform the following key functions, amongst other duties:

- Getting involved in the daily activities & perform any job to keep the store operating at maximum efficiency.
- Minimize inventory difference – investigate differences to determine the origin, correct and avoid occurrence.
- Optimize the warehouse MRP & coordination.
- Checking of requisitions received from internal staff.
- Checks the requisition and Stock Issue register.
- Checks and supervise the goods Issue (internal document).
- Process Goods Received Note.
- Creation of stock codes.
- Liaise with end customers & technical staff to determine needs & to ensure standards, specifications of the products are correct.
- Controlling stock movements.
- Ensure stock bins are correctly labelled in an identifiable manner.
- Supervise the interim stock counts.
- Conduct Stock Take as per the Financial Procedures of the Company.
- Safe keeping of Inventory to avoid stock loss.
- Maintain Housekeeping within the Stores environment.
- To compile and submit monthly/ ad hoc reports or other information to the Procurement Manager.

The applicant is required to have:

- Grade 12 with Mathematics Literacy.
- Certificate in Purchasing & Supply Management – (NQF 5)
- Related Stores controlling qualification is preferred.

Applicants that meet the above requirements can submit their CVs via E-mailed to: xolani.voma@silulumanzi.com
Hand-delivered to 18 Nel Street, Mbombela, 1200 – HR Department

Applications are to be submitted by no later than Friday, the 2nd of **August 2023**. If you have not been contacted within 21 days of the closing date of this advertisement, please accept that your application was unsuccessful.

Silulumanzi is an equal opportunity employer and the selection of persons to fill the above post will be in terms of our Employment Equity plan.
Candidates who reside within the service area of Silulumanzi will be given preference.