



VACANCY - HARRISMITH

Role Title	Stores Clerk
Department	Finance
Reporting Structure	Accountant
Closing Date	18 March 2020

ROLE SUMMARY

The Store Clerk will be responsible for accepting, inspecting, stocking, and transferring deliveries. The position involves a close attention to detail, the ability to use inventory software, and strong organizational skills.

RESPONSIBILITIES AND DUTIES

- Receiving deliveries in line with the policies & procedures
- Assisting with off-loading shipments from delivery truck
- Opening boxes and inspecting contents of shipments
- Processing returns of defective or incorrect items
- Checking shipping invoice to ensure all items are accounted for
- Contacting the seller or distributor to resolve shipment discrepancies
- Storing, Restocking, and Shelving delivery items as necessary
- Ensuring that stockroom is clean and organized
- Processing transfers for shipments moving on to another location
- Informing Finance Clerks to pay balance on invoices upon receipt of full delivery
- Maintaining records of all received shipments
- Handling discrepancies or shipping problems calmly and politely.
- Capacity to plan, organise and control own work environment by setting appropriate priorities and achieving set objectives within a given time frame
- Ensure processes are in line with the working procedures and policies of BHPH

SKILLS PROFILE

EDUCATION

- Grade 12 or equivalent NQF level 4 qualifications

WORK EXPERIENCE

- Comprehensive understanding of procurement to payable cycle Customer-oriented with exceptional interpersonal skills
- Working knowledge of Microsoft Office
- Working experience on SAP Excellent Interpersonal and communication skills

KNOWLEDGE

- Computer literate – must be accurate and pay attention to details orientated with high working standards
- Proactive, organised and able to multitask and work well under pressure

APPLICATION PROCESS

BUSAMED IS AN EQUAL OPPORTUNITY EMPLOYER

The Company's Employment Equity plan and targets will be considered as part of the recruitment process aligned to the Group's Employment Equity strategy. Busamed actively supports the recruitment of people with disabilities.

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to applications.harrismith@busamed.co.za before the closing date cited above.
Should you not hear from us by 8th April 2020, please consider your application unsuccessful.
