



Materials Stores Clerk

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1. Application information

Attention : Mandla Ndaba
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Advert Date : 20 August 2024
Closing Date : 05 September 2024

2. Job Analysis

2.1 Job Description:

Title : Materials Stores Clerk.
Department : Administration
Availability : Immediate
Location : Gauteng West Rand
Conditions : Full time

Job Summary :

The Materials Stores Clerk is accountable for the removal of items from stock in order to fulfil orders from authorised requisitions. Delivers and/or may retrieve stock or other items from the relevant departments or offices. Assists in the documenting and counting of inventory. Assists in maintaining the cleanliness and organisation of the stockroom, warehouse, and shipment area. This is a permanent position.

Duties : Responsible for,

- Operate the materials inventory list and provide accurate change to materials movements.
- Operate and keep and up to date plant equipment asset register.



UGWEBU TRADING AND PROJECTS (PTY) LTD

TEL: +27 (10) 745 2492 | FAX: +27 (86) 515 9204

PHYSICAL ADDRESS: Unit 1, 24 Minerva Road, Lea-glen, Florida, 1709

POSTAL ADDRESS: P.O. Box 6222, Cresta, 2118

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- Operate and keep and up to date equipment and tools calibration register.
- Keep production material locations simple and suggest complimentary items when appropriate.
- Follow the Supply Chain Process to replenish shelves when needed to ensure optimum availability of materials and tools.
- Order inventory, anticipating production interest and volume price breaks, expediting orders and verifying receipt.
- Unpack shipments in the store room, categorize and stack them appropriately.
- Prepares inventory reports by analysing and categorizing inventory movement information, identifying and investigating production team complaints and service suggestions.
- Maintain a safe and clean store environment.
- Determine and document locations of potentially dangerous materials and chemicals.
- Maintain inventory by checking materials to determine inventory levels, anticipating customer demand.
- Prepare reports by collecting, analysing and summarizing information for the management and accounts department.
- Contributes to team effort by accomplishing related results as needed.
- Ensure that the materials, tools, equipment and goods at stores are always safe and secure.

Working conditions:

- Full time.
- Working additional hours.
- Weekend.
- Work close with top management, present to board members, Liaise with customers.
- Climate controlled office environment and outdoors
- Must be willing to work in areas with high levels of noise such as plants or engineering departments.

Material Used :

Office furniture, computer, laptops, printer, projector, white board, duster, pen, note book, car, safety shoes, and board room

Reports to : Line manager

Risk : Normal heavy duty engineering related risks.

2.2 Job specification

Qualification :

- Diploma (3 years exp) or certificate (3 years exp) in production management
- Strong computer skills including Microsoft Office and Apple iOS
- Knowledge of relevant regulatory requirements



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Experience :

- 3 - 5 years of experience as stores controller/clerk.
- Previous warehousing or materials/tools stores experience a plus.

Training and skills :

- Must have good problem solving skills.
- Must have excellent time management skills.
- Must have good organisational and planning skills.
- Must have excellent written, communication and interpersonal skills.
- Must be able to work effectively with little or no supervision
- judgment
- decision-making
- customer service orientation
- teamwork
- Team-working skills
- IT basic skills

Emotional character :

Must have a high emotional intelligence, must be able to deal with other people's emotions as you will be working in a physical and mental challenging environment.

2.3 Job Evaluation

Salary range : R130,000.00 to R168,000.00 p/a

Incentives : 10% of salary on outstanding company performance.

3. Company overview:

Ugwebu Trading and Projects PTY Ltd was founded in 2011 and specialises in development, research, manufacture and refurbishment of mechanical, electrical and general engineering products and services. Our customer base is any existing enterprise including our PRASA, Transnet, mining companies, Johannesburg Water SOC, FOSKO, Eskom and our competitors.

For more information go to www.ugwebu.co.za.