

Storeman

Remuneration:	negotiable
Location:	Durban
Type:	Permanent

- Ensure compliance with safety regulations by cleaning and maintaining supplies and storage areas.
- Assess supply needs by maintaining data from purchase orders, requisitions, and other documents.
- Determine proper storage methods, identification, and stock location, and pack and unpack items for stocking.
- Maintain records of inventories of goods used or issued, and issue/distribute materials to co-workers based on requisitions.
- Receive, QC, and count stock items, record data using the computer, and store items in an orderly manner.
- Verify computer inventories with physical counts of stock, investigate discrepancies, and dispose of damaged or defective goods.
- Assist with offloading supplies and report any misuse or theft to a Director immediately.
- Refer to the SOP manual while working and place standard stock item orders with approved suppliers.
- Demonstrate excellent organisational, time management, and teamwork skills, with the ability to work independently.

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