



ADVERTISEMENT

Genuine Connection requires the services of a dedicated and energetic person to fill the position of **WAREHOUSE ASSISTANT/FACTORY CLERK** at their Paarl offices.

The purpose of this job is to contribute towards the effective functioning of the warehouse by assisting in all warehouse concerning activities in such a manner that receiving, stacking and dispatching of goods and supplies are completed quickly, accurately and correctly. This includes moving, packing and organizing of raw materials and goods as well as any other warehouse related general duties as issued by the warehouse manager.

Knowledge & Experience Required

- Grade 12 or able to demonstrate numerical and literacy skills on Grade 10 (or equivalent) level
- Minimum of 3 years' previous experience of working in a warehouse/ general store environment
- Valid code 8 or 10 driver's license an advantage

Skills required

- Have the capability of following orders and completing them in the assigned time
- Have the ability, strength and health to pick up, move or collect heavy material and items
- Able to work for long periods standing up, moving around, bending down or climbing up steps
- Ability to efficiently coordinate workings with internal and external workers of the company
- Able to be accurate with a high level of attention to detail
- Strong sense of quality and compliance

Attitude and Personal Values

- Able to work in an industrial manufacturing environment
- Values correctness with high work ethics
- Able to work in a production driven team and achieve set targets

Key Outputs

- Perform all duties assigned by the warehouse manager or supervisor
- Maintain inventory of all supplies, making notes of damaged goods
- Unload delivery vehicles/ upload dispatch vehicles
- Unpack, stack, remove or move stock around as required
- Follow proper documentation processes of all warehouse functions
- Follow housekeeping and health & safety procedure

Fax CV to: 021 872 0313/ E-mail CV to hr@gencon.co.za

For more information call (021) 872 0300