



# ADVERTISEMENT

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

The purpose of this job is to receive completed product orders from the factory and to prepare them for distribution to various locations and customers in such a manner as to ensure delivery deadlines are kept and customer invoicing for goods delivered can occur in time. This includes boxing of products, storing of products, arranging couriers for collection, preparing delivery documents as well as collecting proof of delivery documents.

## **Knowledge & Experience Required**

- Senior certificate or equivalent knowledge and skills
- Post-matric qualification in warehouse management or distribution an advantage
- Minimum of 3 to 5 years' previous experience as a distribution or dispatch clerk

## **Skills required**

- Communication skills (written emails and telephone queries)
- Accurate, and detail orientated
- Able to lift/ move heavy objects
- Able to walk around/ stand for long durations
- Computer literate (able to use MS Office to record detail and prepare reports)
- Strong administrative skills (able to plan, prepare and execute daily dispatch duties)

## **Attitude and Personal Values**

- Honest, reliable and loyal
- Customer service orientated (internal and external customers and suppliers)
- Able to solve problems and deliver on promises
- Excellent attendance record

## **Key Outputs**

- Receive daily dispatch duties and plan roll-out for the day
- Follow up and arrange collection of parcels in time to meet customer delivery deadlines
- Prepare parcels (products) for dispatch and get ready for collection
- Arrange for quotations from couriers and negotiate best terms for collection and delivery
- Record all collection, delivery or other dispatch admin data
- Prepare daily, weekly and monthly feedback/ status reports

Fax CV to: 021 872 0313/ E-mail CV to [hr@gencon.co.za](mailto:hr@gencon.co.za)

For more information call (021) 872 0300