

Stores Assistant - Kapiri

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Company: Alistair James Company Ltd

Location: Kapiri Mposhi

Category: other-general

Overall Purpose: To implement group procurement procedures efficiently, To implement Stores control for vehicle spares and general equipment. To ensure stores integration to accounting and cost control systems (SAP) To ensure operating stock levels for Zambia Operations correct to meet dem and Responsibilities and Duties: Execution of all warehouse functions with the highest level of quality Filing of all warehouse-related documentation for auditing purposes Process stock transactions in SAP to ensure physical stock corresponds to SAP stock Expedite POs and communicate ETA's and delays to all relevant parties Investigate stock variances, and delivery queries, identify and implement possible ways to prevent future variances/queries Receive goods that are delivered by the suppliers. Check goods for visual defects and return them to the vendor if any are found. Sign delivery note for proof of receipt Compare POD with the system to ensure the correctness of delivery Move goods within and around the warehouse for effective and efficient storage of products, as and when required Continually monitor stock for re-ordering Perform cycle counts and periodic spot checks of warehouses. Communicate discrepancies to the Finance Manager and Procurement Lead Source suitable suppliers who can supply on time, in the specification and at the right quality Update min and max levels for ordering to ensure continuous availability of parts Pick, pack and issue all requisitions promptly and in adherence to agreed SLAs Provide clerical and administrative support to management as requested Knowledge/Skills and Experience: Trade qualification Computer literacy Degree or Minimum of a Diploma Experience in general warehousing procedures Hours: Monday to Friday plus alternate Saturday mornings By completing your details and clicking "Submit Application" you consent to

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