



Warehouse Clerk

JOHANNESBURG, SOUTH AFRICA

Key Responsibilities

The main role of the Warehouse Clerk is to assist with the daily running of the warehouse, goods quality controls, administration and logistics in line with Singita Standards of Excellence and SOPs.

- Report to Warehouse Controller
- Communication with different teams - ensure that needs are met; operations run effectively.
- Manage the workflow and processing of goods through the DC warehouse
- Provide professional assistance in receiving & deliveries. Manage receiving of deliveries in the "Receiving" bay and capture in the system.
- Q.C (Quality control) and goods verification/ reconciliation against order/invoice.
- Manage professional packaging of orders together with the other warehouse assistants when required.
- Create box labels onto our accounting system including weights and dimensions and Country of Origin (COO)
- Together with the Warehouse Controller allocate labelled boxes from the "Awaiting Shelving" bay to actual property specific bays.
- Assist the Warehouse Controller with doing physical counts of lodge returns and local delivery pallets and crates.

Key Responsibilities

- Pack, sort, and label boxes clearly for easy dispatching.
- Practice FIFO and stock rotation.
- Ensuring the tidiness, cleanliness and care of equipment, goods, and areas.
- Active participation in and effective communication and support of Singita's conservation message and purpose; as well as constantly looking for ways to further 'green' lodge operations.
- All roles at Singita may be required to perform other tasks as reasonably requested from time to time and as required by the business and/or operation. Singita fosters a culture of collaboration, and with this support of the multi-skilling of staff.

To apply email your CV to SMCcareers@singita.com or visit:

www.singita.com/about/careers



Warehouse Clerk

JOHANNESBURG, SOUTH AFRICA

Skills & Experience

- Minimum 3 years' work experience in a warehouse administration/clerk role.
- Valid driver's license, Fork truck license (advantageous).
- Computer literate, MS Office 365 (Outlook, Excel, Word, Teams) and accounting software (Pastel/Palladium).
- Matric certificate /NQF
- Ability to multi-task and meet daily deadlines.
- Must be able to work well under pressure
- Use his/her initiative.
- Good communication skills.
- Attention to detail
- RSA nationality or valid working visa.
- Excellent verbal and written skills.
- Good time management skills with a keen eye for detail.
- Business acumen in working with stock control.
- Nationality or valid work-permit.

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