

VACANCY: STORE CLERK
DUTY STATION: OTJIWARONGO
PATTERSON GRADE: B3

Purpose

To ensure accurate record keeping and control of inventory and to assist with procurement functions. The incumbent will report directly to the Procurement & Store Officer.

KEY PERFORMANCE AREAS, AMONGST OTHERS:

- Facilitate the sourcing of quotations as per department's request and specifications.
- Create Purchase orders in compliance with the procurement policy.
- Create and ensure that the purchase requisition for inventory are released.
- Receive goods ordered from supplier with tax invoice and delivery note.
- Forward goods received note, tax invoice, purchase orders and quotations to procurement and stores officer for invoice processing.
- Issue store materials as per submitted reservation. Ensure that correct type of reservation is submitted.
- Process emergency stock issued on the system.
- Review open reservations and follow up with responsible staff members.
- Create internal transfers (UB orders), verify the physical inventory received against the UB order and create the goods issue (picking).
- Ensure that returns to stores are accounted for and posted off on the system.
- Perform monthly stock counts. Review and explain stock counts variances.
- Ensure compliance with safety standards and requirements.
- Adhere to organizational performance management requests.
- Perform any other task as directed by the Supervisor from time to time.

MINIMUM REQUIREMENTS:

- Grade 12 with mathematics or accounting and an E in English (20 points in five subject).
- A relevant diploma/degree (Logistics, Business Management or Accounting) will be an added advantage.
- A valid driver's license. Successful candidate will be trained to operate a Forklift.

MINIMUM EXPERIENCE & SUPPORTING DOCUMENTS REQUIRED:

- Two years in a warehouse environment.
- Two years in computerized environment.
- SAP material management skills will be an advantage.
- **Latest Police Conduct Certificate.**
- **Latest Police certified Credentials.**

Company Registration no: 2003/0153

Directors: M. Matyayi (Chairperson), K. P Iyambo (Deputy Chairperson), R. Kahimise (Chief Executive Officer)
A. Barlow, V. Gabriel, A. Howoseb, J. Hangara, A. Mwezi, F. K. Kamati,
B. Mapoha (Legal Compliance Officer/Company Secretary)

Shareholders: Tsumeb Municipality, Grootfontein Municipality, Otjiwarongo Municipality, Outjo Municipality, Khorixas Town Council, Okakarara Town Council, Otavi Town Council, Kamanjab Village Council, Otjozondjupa Regional Council, Kunene Regional Council, Oshikoto Regional Council, NamPower



CENORED is an equal opportunity Employer and previously disadvantaged people are encouraged to apply.

Interested and qualified applicants are required to submit their applications to:

Human Capital Section

P. O. Box 560

Otjiwarongo

Or Email: hr@cenored.com.na Or Hand Deliver their applications accordingly

Closing Date: 30 March 2023 @ 16h30