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Date: 20 July 2020

- Job Title** : **Coordinator: Logistics**
- Ref no** : **FIN/14/20**
- Job Grade** : **DL**
- Reports To** : **Material Control Manager**
- Purpose Of The Job** : The Logistics Coordinator has to perform functions within prescribed procedures and standards, and needs to optimise the work output within these.
- Minimum Qualifications and Experience** :
- Grade 12;
 - A Diploma/Degree in Procurement;
 - Computer Literacy and experience required;
 - Good telephone , oral and written communication skills
 - Must have a good understanding and knowledge of Logistics processes;
 - Familiarity with purchasing and contract systems required;
 - Minimum of three years' experience in a Procurement/Stores (mining environment) of which at least two year was in a supervisory capacity;
 - Sound knowledge of MS office suite;
 - Stock/Materials Management experience;
 - Disciplinary process experience in roles of complainant.
 - Experience in management activities such as planning, organising and control;
- Job Responsibilities** :
- Manage operational efficiency at all logistics departments i.e. Main Decline, North Decline, Plant warehouses as well as Salvage Yard operations.
 - Implement and execute the Warehousing and material management Strategy;
 - Ensure all warehouse procedures are in place and revised regularly;
 - Liaising with relevant internal stakeholders on surplus obsolete stock identification for disposal;
 - Ensuring the availability of stock items for the purpose of production needs;
 - Managing and maintaining assets pertaining to the all stores section;
 - Maintaining optimum stock holding, thereby ensuring cost effectiveness;
 - Developing and maintaining logistics system to ensure effective store/logistics operation;
 - Ensuring access control processes and procedures are in place and adhere to in order to prevent any financial loss;
 - Effectively build and maintain internal and external customer relationships;
 - Ensuring correct storage and handling practises for

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spares and equipment;

- Ensuring adherence to SHEQ and legal standards and procedures within the relevant stores section and assisting in the improvement thereof;
- Developing a competent work team by ensuring appropriate recruitment and the development, implementation and monitoring of the necessary training and development initiatives;
- Managing the performance of the work team to achieve the store sections business objectives, including effective communication of management information and team needs;
- Perform other ad hoc duties required by the Material Control Manager;
- Monitor book backs and salvage yard sales. Manage against approved business plans.
- Ensure waste disposal is completed as per regulations.
- Ensure adherence to environmental legislation;
- Monitor work plan , requirements and set priorities and plan accordingly;
- Leave planning of logistics department employees;
- Clear knowledge of mining equipment and material.
- Initiate & Drive Safety improvement initiatives within the logistics department;
- Ensure materials system integrity through the planning and execution of daily cycle counts & Bi- Annual, wall to wall stock counts;
- Resource planning to meet the operational requirements on a daily, weekly and monthly basis.
- Ability to manage large teams (60 to 80 individuals, 3 to 5 supervisors)
- Responsible for all stores documents to be filed accordingly by subordinates.
- The ability to identify, anticipate and solve work related problems effectively;
- Maintains a high level of awareness of the potential for stock losses at various points in the Logistics processes under his control.

Competencies and Requirements

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- Ability to schedule and prioritise work;
- Ability to deal with multiple tasks and assignments;
- Work effectively with and show empathy for a variety of people. Must feel comfortable working with people "From the Stope-Face to the Boardroom" Must not feel intimidated in dealing with Senior Management.
- Able to work towards deadlines and targets;
- Able to engage stakeholders at all levels;
- Resource planning to meet the operational requirements on a daily, weekly and monthly basis.

Selection Procedure

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Panel Interview

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Closing Date : **03 August 2020**
E-Mail Applications : recruitment@trp.co.za
Faxed Applications : 086 696 1603
Telephone Enquiries : (013) 230 2615

Two Rivers offers competitive remuneration packages and conditions of employment will be based on the "Total Package" concept.

The successful candidate will be appointed on the condition of being certified medically fit as per the Mine Health and Safety Act 29/1996.

Applicants must be prepared to undergo certain job related assessments, if required as part of the selection process. Credit, criminal and reference checks may be done by the Mine if deemed necessary.

In making the final selection, consideration will be given to achieving the Mining Charter as well as the TRP Employment Equity Objectives.

PLEASE BE ADVISED THAT ONLY APPLICANTS MEETING THE MINIMUM REQUIREMENTS WILL BE CONSIDERED. IF YOU HAVE NOT BEEN CONTACTED BY THE COMPANY WITHIN **THREE (3) WEEKS AFTER THE CLOSING DATE**, PLEASE CONSIDER YOUR APPLICATION TO BE UNSUCCESSFUL.