

# BRMO JOB VACANCY



**ASSMANG**  
MANGANESE

BLACK ROCK MINE OPERATIONS

**top**  
EMPLOYER

SOUTH  
AFRICA  
2020

CERTIFIED EXCELLENCE IN EMPLOYEE CONDITIONS



## Storekeeper



## INTERNAL & EXTERNAL



**PATERSON GRADING C2**  
**CLOSING DATE: 21/12/2020**

ASSMANG Pty Ltd requires the services of a **Storekeeper** at their Black Rock Mine Operations situated 80km North-West of Kuruman in the Northern Cape.

### MAIN TASK AND RESPONSIBILITY

Oversee the inbound logistics, storing, receiving and /or issuing functions of the stores section

### MINIMUM QUALIFICATIONS

*(Essential unless otherwise indicated)*

- Grade 12
- Certificate or Diploma in Supply Chain or Store Management.
- Code EB drivers licence

### EXPERIENCE AND REQUIREMENTS

*(Essential unless otherwise indicated)*

- 3 Years' experience in Procurement or stores management (in a mining / technical environment).

### KNOWLEDGE AND SKILLS

*(Essential unless otherwise indicated)*

- Microsoft Office
- Obtain information, check for accuracy and capture data. File documents per procedure
- Propose ideas or practical improvements relevant to tasks. Participate in improvement initiatives
- Comply with disciplinary and behavioural rules and procedures
- Propose ideas or practical improvements relevant to tasks. Participate in improvement initiatives and lead group discussions to solve problems
- Comply with safety, health and environmental standards. Identify and report unsafe and hazardous situations in work area. Conduct safety meetings. Enforce team adherence to standards
- Comply with Quality standards and deliver in a manner that support and meet operational quality standards
- Reconcile physical balance with ERP balance for stock. Reconcile actual usage versus detailed usage report from system
- Manage and reconcile on-site inventory according to stores procedures. Effectively solve and report queries relating to the receiving/issuing sections
- Manage the receiving / issuing and logistics of store section including the supervision of personnel. Monitor the availability of stock items in the stores for the purpose of production needs
- Ensure correct storage and handling requirements for spares and equipment to prevent damages.

### TERMS & CONDITIONS

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

**Remuneration** will be based on a competitive all-inclusive flexible package.

**Interested applicants are requested to submit their CV's with certified copies of qualifications to:**

**Fax:** 086 537 7788

**E-mail:** recruitment11@brmo.co.za

OR at the Main Guard House.

Designated groups will receive preference. All females are encouraged to apply.

Please be advised that short listed candidates will be required to authenticate information provided

- Late applications will not be entertained.
- Internal candidates should clearly indicate their company number on their applications/CV.
- If you have not been contacted within 21 days after the closing date, please consider your application to be unsuccessful. Correspondence will only be limited to shortlisted candidates.
- Assmang Pty Limited reserves the right not to appoint.

### **⚠️ FRAUD ALERT:**

Black Rock Mine Operations subscribes to ethical recruitment processes and will therefore, never:

- > Ask for money in exchange of an application, medical assessment and interview or to be appointed.
- > Display personal contact details or cell phone number of individual recruiters on the advert as a form of communication or job application.

*Please use the allocated fax numbers, email address or designated hand delivery boxes at the mine to apply.*