

# BRMO JOB VACANCY



BLACK ROCK MINE OPERATIONS



## MINING RECORDER



## INTERNAL

**PATERSON GRADING: B3**  
**CLOSING DATE: 12 June 2024**

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

### MAIN TASK AND RESPONSIBILITY

Capture relevant data accurately and timely using electronic system(s) to ensure data availability and decision-making.

### MINIMUM QUALIFICATIONS

*Essential unless otherwise indicated)*

- Certificate: Grade 12

### EXPERIENCE AND REQUIREMENTS

*Essential unless otherwise indicated)*

- 2 - 3 Years' Data Capturing, Clerical Administration experience

### KNOWLEDGE AND SKILLS

*Essential unless otherwise indicated)*

- Computer literate (Microsoft Office) Qlickview, Oracle, JDE, PIPWare
- Ensure to generate orders with regards to any breakdowns or maintenance reported.
- Verify accuracy of source information or data and obtain correct outstanding information where necessary.
- Perform data protection by performing system back-ups and saving of files as required.
- Issue and record all PPE and mining material. Receive new end user request from Shift Boss / Foreman (Manual signed form) for purchase request.
- Identify if it is a direct item or stock item. If direct item capture Purchase Requisition into JDE system and obtain authorisation signatures.
- If Stock item – put in Material Requisition into JDE system – availability in store. When it is a stock item the "Acknowledgement print" is then printed and handed over to the Shift Boss or the relevant store if stock is not available underground for issuing.
- Compile and verify the description for a new stock item and complete electronic new stock item request in JDE.
- Follow-up MR and PR progress in system and expedite from the store man or from the buyers.
- Receive ordering sheet from Construction Shiftboss / Mine Overseer.
- Verify budget availability with Engineering Planner and obtain correct cost code to be used. Capture work order / and materials request (MR) to JDE.
- Print the work order and monitor issuing. Close work order after successful issuing.

### 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.
- **Employment Equity targets** will be considered when appointing potential candidates.
- **People living with disabilities** are encouraged to apply.

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

- Apply via our Career website only: <https://assmang.ci.hr>

- Please be advised that short listed candidates will be required to authenticate information provided in CV's.
- Late applications will not be accepted
- 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.

### POPIA DISCLAIMER:

By submitting your application, you agree:

- To the processing of your personal information and sharing it with third parties for verifications.
- To you exercising of your rights provided for by POPIA.
- To BRMO keeping your personal information confidential.

### FRAUD ALERT:

**Black Rock Mine Operations subscribes to ethical recruitment processes:**

- > **Black Rock Mine Operations will never ask for money in exchange of any application, medical assessment, and interview or to be appointed.**
- > **Black Rock Mine Operations will never display personal contact details or cell phone number of individual recruiters on the advert as a form of communication or job application**