

BRMO JOB VACANCY



ASSMANG
MANGANES

BLACK ROCK MINE OPERATIONS

top SOUTH AFRICA
EMPLOYER 2024
CERTIFIED EXCELLENCE IN EMPLOYEE CONDITIONS



CHIEF ISSUING CLERK



INTERNAL

PATERSON GRADING: B5
CLOSING DATE: 23 September 2024

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

MAIN TASK AND RESPONSIBILITY

Ensure the distribution and storage of all material are properly optimized in the main warehouse and controlled accordingly.

MINIMUM QUALIFICATIONS

Essential unless otherwise indicated)

- Certificate: Grade 12
- Driver's License Code EB
- Telehandler license (Dover A Symbol) advantageous

EXPERIENCE AND REQUIREMENTS

Essential unless otherwise indicated)

- 2 Years Stores / Warehouse experience in a mining environment
- 1 Year Supervisor experience advantageous
- Must be willing to work Shifts

KNOWLEDGE AND SKILLS

Essential unless otherwise indicated)

- 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.
- Control the day to day issuing activities in the main warehouse at BRMO.
- Allocate work to the staff. Coordinate the cleaning of the main warehouse.
- Facilities and inventory. Control and coordinate the material flow from and to main warehouse. Control the sub-store transfers.
- Ensure to support the replenishment of Inventory and the correctly storage methods and Security of Inventory. Support and lead investigations where there is any discrepancy in stock differences.
- Ensure correct receiving and issuing of inventory such as: Updating of bin cards; Signing of dispatch advises; Signing of pick-slips; Signing and recon of daily issue report.
- Ensure item actual - and computer Balances are the same at all times.
- Ensure the warehouse data capturing and filing is done correctly and timeously.
- Ensure to assist the load and off-load of vehicles using the forklift. Ensure to assist with the correct and safe packing and storing procedures according to BRMO main warehouse procedures.
- Ensure the item protection is done in transit on forklifts and distribution of vehicles.
- Ensure the cleaning of vehicles and forklifts. Coordinate and maintain a clean and safe working environment.

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**