

CAREER OPPORTUNITY

Two Rivers Platinum Mine is a joint venture between African Rainbow Minerals (ARM) (54%) and Impala Platinum (46%) and is managed by ARM. The operation is situated on the farm Dwarsrivier on the southern part of the eastern limb of the Bushveld Complex some 35 kilometres south-west of Burgersfort in Limpopo, South Africa.



ALWAYS SAFE



CARE



RESPECT



INTEGRITY



EXCELLENCE



TEAMWORK

ISSUER (GRADE: B3)

Reference no: FIN/02/25 (Internal/External)

TWO RIVERS
PLATINUM

TERMS & CONDITIONS

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.

EQUITY STATEMENT

Designated groups will receive preference and in making a final selection, consideration will be given to achieving the Mining Charter as well as the TRP Employment Equity Plan.

POPIA DISCLAIMER

By sending your CV to the e-mail address on this advertisement you agree to:

- The processing of your personal information and sharing it with third parties for verifications.
- The exercising of your rights provided for by POPIA.
- To acknowledge that TRP will keep the record of your personal information confidential.

ADDITIONAL INFORMATION

Interested applicants are requested to submit their CV's with certified copies of their Qualifications to: recruitmentMD@trp.co.za Please be advised that:

- Late applications will not be entertained.
- Only applicants meeting the minimum requirements will be considered.
- If you have not been contacted within three (3) weeks after the closing date, please consider your application to be unsuccessful.
- Correspondence will be limited to shortlisted applicants.
- Two Rivers Platinum reserves the right not to appoint.

Closing date: 19 February 2025

PURPOSE OF THE JOB

The **Issuer** is accountable for providing administrative and physical (loading and off-loading of materials) support related to materials management activities against valid picking slips. This will include among others receipt, recording, storage, transportation of goods, stock transfer, stock taking and issuing of goods. The role holder will be required to co-ordinate and advise drivers related to the day to day picking of stock against valid picking slips. The role holder will be expected to work at underground stores as and when required.

REPORTS TO

- Chief Storekeeper

MINIMUM QUALIFICATIONS

- Grade 12
- Computer Literacy will be an advantage
- Valid Driver's license required
- Competent B advantageous
- Valid Forklift license advantageous

MINIMUM EXPERIENCE

- 2 Years relevant experience in stores or related experience in similar environment, preferably within mining stores.
- Knowledge of mining products and their related processes is required.
- Must be fit to perform underground duties as and when required.
- Verbal and Written communication skills.

JOB RESPONSIBILITIES

- To pick material from the stores packing area according to defined specifications as written out in the picking slips and issuing such to the end user.
- Should verify that the picking slip is properly filled in and authorised and that the correct product codes are used.
- Ensure adherence to safety standards, policies and procedures
- Ensure correct item is issued with regards to description and serial number where applicable.
- Ensure access control in the stores is maintained
- Report all stock discrepancies to supervisors immediately.
- Operation of PPE container as required
- Ensure that all picking slips are processed on ERP System daily and all issues have been properly accounted for and the stock has been adjusted accordingly.
- Resolves end-user complaints and answers inquiries.
- Process all manual requisitions/picking slips raised in the store immediately after issuing stock.
- To do stock transfer from one store to another.
- To pick transferred items from the main store to underground store
- To interact with the underground store issuers as required.
- Maintain Housekeeping in the warehouse at all times

Our vision: Safe, Sustainable and Profitable Platinum

Visit our website on: www.trp.co.za

Follow us on LinkedIn: <https://www.linkedin.com/company/two-rivers-platinum-mine>



FRAUD ALERT

TRP subscribes to ethical recruitment processes. We will never:

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

