

## 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.



## RECEIVER (GRADE: B3)

Reference no: FIN/MER04/26 (Internal/External)

### PURPOSE OF THE JOB

The **Receiver** is accountable for providing administrative and material handling support related to materials management activities against valid orders and picking slips, this include goods receipts (GRV), transportation of goods, stock transfer, loading & offloading of materials, stock taking and issuing of goods.

### 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

- Receive stock/goods from suppliers
- Check delivery document and compare against ERP system order number.
- Check delivery note and GRV against physical goods to ensure that the suppliers delivery document and the physical goods corresponds.
- Pack material on shelves
- Issue material to various departments
- Classify material according to classes/categories
- Labelling and binning of all received items/goods.
- Picking up or carrying heavy items
- Processing and Printing of goods received vouchers (GRV)
- Ensure that all picking slips are processed and all issues have been properly accounted for and the stock has been adjusted accordingly
- To do stock transfer from one store to another
- To pick requested items by underground issuer and ensure items are transferred from the main store to underground store same day.
- To interact with the underground issuers and assist with any query or request.
- Processing of all picking slips and any manual requisitions arising from system shut downs or after-hours emergency stock issues the next day.
- Filing, Scanning of documents
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### 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](mailto: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: 16 September 2026**

Our vision: Safe, Sustainable and Profitable Platinum

Visit our website on: [www.trp.co.za](http://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.

