



EXTERNAL VACANCY

JULY 2024

Job title	WAREHOUSE CLERK
Job grade	B-
Department	Warehouse
Location	Western Province Park, Epping, Cape Town
Job's vision / Goal	<i>Parts picked & distributed correctly and timeously</i>
Salary Band	R 12 100 – R 12 400

Reports to	Supervisor / Manager
Subordinates	None
Liaises with	All MANTECH staff

Brief description or profile of the job	<i>Pick, pack and label items or parcels and deliver to and from the required location correctly and timeously.</i>
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Tasks to perform and tasks responsible for	Pick items carefully and accurately according to stock number or code
	Pack items properly using correct packing materials for Mantech as well as its customers
	Label items and packages properly using the correct stationery
	Distribute items and packages to the relevant departments and locations
	Communicate in a clear, friendly, respectful, professional and service oriented manner
	Flexibility to temporarily fill in other related positions when required
	Report any stock discrepancies on inbound and warehouse
	Maintain an organized and clean warehouse
Any other reasonable task	

Formal or equivalent education and skills required to perform the tasks.	Grade 12 or equivalent
	Warehouse experience
	Basic Electronics knowledge an advantage
	Good literacy and numeracy skills
	High levels of accuracy and attention to detail
	Ability to work with others and share the workload of the department
	Good concentration & communication skills

Key Performance Areas the appointee's performance will be measured on.	Picking process
	Packing process
	Labeling process
	Distribution process
	Communication
	Personal growth and training
Time keeping and attendance	

Submit CV's and applications to.	<i>ss@mantech.co.za/mr@mantech.co.za</i>
Closing date for applications	12th August 2024