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|  | **EXTERNAL VACANCY** | Aug 2025 |

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| **Job title** | **WAREHOUSE CLERK** |
| **Job grade** | **B-** |
| **Department** | Warehouse |
| **Location** | 141 Haupt Street, Sidwell, Port Elizabeth |
| **Job’s vision / Goal** | *Parts picked & distributed correctly and timeously* |
| **Salary Band** | R 13 150 – R 13 450 |

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

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| **Brief description or profile of the job** | ***Pick, pack and label items or parcels and deliver to and from the required location correctly and timeously.*** |

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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 |

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| **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 |

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| **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 |

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| **Submit CV’s and applications to.** | *vacancies.pe@mantech.co.za* |
| **Closing date for applications** | 18th August 2025 |