



Swakop Uranium, a Namibian world class uranium mining company, invites people who are self-motivated, energetic and wish to work in a High Performance Culture environment, to apply for the following role.

Issuing/Receiving Warehouse Clerk

Location: Husab Mine

Reports to the Materials and Warehouse Manager

MAIN PURPOSE OF JOB

To receive, check, bin and issue goods for delivery to end-users on receipt of valid warehouse requisitions and/or delivery notes.

Key Performance Areas:

- Verifies all items received against delivery documentation and official requests
- Timely processing of all receipts and/or issues
- Opening and closing of delivered materials as and when required
- Manage discrepancies through the Receiving and/or Issuing process through an official Discrepancy procedure
- Expedite discrepancies to ensure timely close out
- Performs stock counts
- Maintains designated area of the warehouse
- Bin items on the correct location in the warehouse
- Stack and store items inside the warehouse
- Complies with Company job safety and good housekeeping standards/practices at all times.

Requirements and experience:

- Grade 10 a minimum of 24 points over 7 subjects plus 3 years' experience in materials planning/handling/ storage OR Grade 12 with a minimum of 20 points over 5 subjects plus 1-2 years' experience in materials planning/handling/ storage.
- Computer Literacy
- Valid Code B/BE driver's license.
- Supply Chain / Materials Management Certificate will be an added advantage.

Through its commitment to its people, the company offers a competitive remuneration package and the opportunity to work alongside some of the most experienced and dedicated people in the industry.

Send your cv's and other relevant documents to recruitment@cgnpc.com.cn by 26 January 2018.

Previously disadvantaged Namibians are encouraged to apply.

Clearly indicate the position you are applying for as well as your name and surname in the subject line of your application email.

Applications received that do not meet the criteria will not be considered.

Only shortlisted candidates will be contacted within two weeks of the closing date of this advertisement and no documents will be returned.