



*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.*

## **INTERNAL VACANCY (SU EMPLOYEES ONLY!!!)**

### **Warehouse Clerk**

**Location: Husab Mine**

**Reports to the Superintendent: Warehouse**

#### **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](mailto:recruitment@cgnpc.com.cn) by **13 December 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.**