



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!!!)

Clerk: Logistics

Location: Husab Site, Swakopmund
Reports to the Superintendent: Logistics

MAIN PURPOSE OF JOB

To coordinate all inbound and outbound deliveries and the required documents, follow-up and process the movement and storage of incoming goods in the warehouses and laydown areas, execution of recurring requisitions, data entry of all purchase orders and receipts, according to company policies and procedures. The position is also responsible for coordination with suppliers, both domestic and international to facilitate delivery of goods into the company's inventory position at the Swakop Uranium Warehouses and laydown areas.

Key Performance Areas:

- Follows-up, reviews and coordinates with suppliers regarding timely delivery of purchases, in order to ensure effective movement between supplier and company facilities.
- Coordinates the delivery of all purchase transactions at the warehouse and reviews, verifies and files relevant documents.
- Requests and processes inventory releases and monitors and executes all aspects of all deliveries.
- Checks and processes supplier deliveries and/or all customer returns that have been received and stores upon arrival into the warehouse within agreed timelines.
- Confers with supplier personnel to expedite or trace missing or delayed deliveries.
- Participates in stock counting activities and analyses and investigates stock count variances and reports them to the Superintendent Logistics.
- Maintains professional and technical knowledge and skills, and remains up to date with international standards in own related field trends and practices, by networking, and distributes relevant information gained to the department for implementation, after approval by superior.
- Complies with Company job safety and good housekeeping standards/practices at all times.
- Physical loading / offloading of goods from delivery vehicles.
- Delivery of non-stock items procured to various end users on the mine site.
- Safety, Health, Environmental, Radiation & Quality Effectiveness.

Requirements and experience:

- Grade 12 with 20 points over 5 subjects.
- At least 2 years' customer service or office experience in a warehouse/stores environment.
- Supply Chain / Materials Management Certificate will be an added advantage.
- Valid Code B/BE Driver's License.
- Forklift Driver License 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 **22 March 2019.**

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.