



**HUMAN RESOURCES**

**(PTY) LIMITED**

**INTERNAL AND EXTERNAL ADVERTISEMENT FOR VACANCY**

17 June 2025

Circular No **1369/2025**

**POSITION:**

**3x Temp Dispatch Clerk**

**DIVISION:**

**Richards Bay**

**SECTION:**

**Procurement and Warehousing**

**GRADING:**

**Level 4**

**PURPOSE OF THE JOB:**

To perform all day-to-day receiving, issuing, binning and despatching tasks and activities as specified according to stores procedures and requirements.

**QUALIFICATION(S) & EXPERIENCE REQUIRED:**

**Qualification(s) Minimum:**

<b>Minimum Requirements:</b>	<b>Ideal Requirements</b>
<b>Qualifications:</b> <ul style="list-style-type: none"><li>• Grade 12 (Accounting or Mathematics)</li><li>• Driver's license</li><li>• Forklift and licence</li><li>• Overhead Crane license</li><li>• Computer literate and clerical skills</li></ul> <b>Experience:</b> <ul style="list-style-type: none"><li>• At least 2 years relevant experience in the warehouse / procurement environment.</li><li>• General knowledge of the technical field will be advantageous to the applicant</li></ul>	<b>Qualifications:</b> (Same as minimum plus) <ul style="list-style-type: none"><li>• Certificate in Stores and Stock Control</li></ul> <b>Training:</b> <ul style="list-style-type: none"><li>• Relevant registered skills programs or unit standards completed.</li><li>• First Aid</li><li>• HIRA (Risk Analysis)</li><li>• SHREQ COP Basic Course</li><li>• SHE-REP</li><li>• Basic Fire Fighting</li><li>• Quality awareness</li><li>• Environmental awareness</li></ul> <b>Ideal Experience:</b> <ul style="list-style-type: none"><li>• At least 3 years' experience relevant to the field.</li><li>• 2 years administrative work with good computer skills</li></ul>

**HEADLINE KEY RESULT AREAS:**

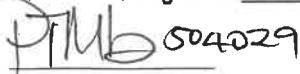
- Ensure adherence to internal controls (SOP) for handling of stock/despatching stock, physical stock and
- Data processing
- Participating in cycle stock counts
- Ensure effective delivery and collection and operation of mobile equipment
- Ensure adherence to general housekeeping policies and procedures
- Ensure understanding of basic conditions of employment


**APPOINTMENT WILL BE IN LINE WITH COMPANY POLICY ON EMPLOYMENT EQUITY**

**ENQUIRIES:** Thule Zondi on Ext 3184

Internal applications are to be completed on an "Internal Application Form" and submitted to the Human Resources Offices and a comprehensive CV with certified copies of qualification should be attached to the Application Form. External applicants should submit a comprehensive CV with certified copies of qualification to [recruitment@foskor.co.za](mailto:recruitment@foskor.co.za). Applications are to be marked for the attention of Trully

Adams. Closing Date: **Thursday 26th June 2025 at 12h00.**

  
**Trully Adams**

  
**Bongsi Sithole**