

**DUTIES**

: Receive and inspect stock. Offload and receive stock into the designated area by receiving the paperwork, checking the stock delivered against the paperwork and signing off on receipt. Use the appropriate equipment to support offloading of stock including but not limited to a forklift and pallet jack etc. Identify any variances and report to relevant supervisor to address with the supplier immediately for the order to be either accepted or rejected. Once stock has been authorised for confirmed received, sort stock into relevant storage areas and move into the warehouse and store in designated areas according to the storage specifications and requirements. Move old stock to the front when packing new stock to ensure that old stock is utilised before new stock (FIFO). Once all stock is packed into the warehouse, submit final paperwork to the Warehouse Clerk/ Supervisor and address any issues as required. Provide support with the withdrawal and packaging of stock. Receive documented stock request (e.g., picking slip, transfer order or stock requisition) from client/customer and review stock requirements. Extract stock from storage areas and pack into consolidate space for proper packaging. Check all stock against stock request and prepare for delivery. Pack the correct items and quantities safely and in suitable packaging material. Assist with the checking that the required documents are in place. Any stock transfer to be authorised by the relevant authority. Move stock to the Dispatch Section. Provide administration support with stock control. Check that the stock within the warehouse is packed in line with warehouse requirements and specifications. Keep stock in the various areas neat and tidy and in an organised manner for effective monitoring and counting. Participate in the stock count process on a weekly, monthly, quarterly, and annual basis. Conduct spot stock checks as and when required to identify shrinkage or damage. Monitor stock levels and notify Warehouse Clerk/ Supervisor of low stock levels for replenishment. Clearly mark and label all stock items and storage areas for easy and simple identification. Identify, report and ensure compliance with housekeeping and safety, health, environment, risk, and quality (SHERQ). Maintain the work environment in line with the security, health and safety regulations and requirements. Utilise all required PPE in conducting daily activities in line with SOP's and safety standards. Keep warehouse floor between shelves clear of excess materials for easy access for forklifts and other moving equipment. Keep all equipment and machinery in a neat and clean state in line with specific requirements and policies. Identify and report any housekeeping or SHERQ violations or issues arising that need resolution. Comply with forklift rules and regulations in respect of utilisation, driving speed, maintenance schedules and daily utilisation checks. Render general support to the regional office staff. Familiarise oneself with other processes within the warehouse to provide support across the operations as and when required. Provide administrative support as and when required.

**ENQUIRIES  
APPLICATIONS**

: Mr. V Manganye Tel No: (012) 748 6131  
: E-mail: [recruit202563@gpw.gov.za](mailto:recruit202563@gpw.gov.za)

**POST 16/207**

: **DRIVER: (HEAVY MOTOR VEHICLE) FINISHED GOOD AND DISPATCH  
REF NO: GPW 25/80 (X2 POSTS)**

**SALARY  
CENTRE  
REQUIREMENTS**

: R163 680 per annum  
: Pretoria  
: NQF level 3 (Grade 10 certificate or equivalent qualification is required). Valid Driver's License Code 14 / EC Valid Professional Driving Permit (PDP). 1 to 2 years' driving experience. Experience in the customer orders distribution environment (Bulk and Fine goods) will be an added advantage. Knowledge of travel and subsistence procedure.

**DUTIES**

: Drive delivery vans. Fetch and deliver stock from service providers and to customers. Assist with the loading and off-loading of orders. Drive departmental officials, clients and visitors as may be requested. Maintain accurate and up to date schedule trip sheets i.e. Logs official trips, daily mileage, fuel consumption. Ensuring that all Warehouse deliveries are returned to the Administrative Clerk on a daily basis. Report incident and accidents timeously, compile vehicle condition report and other records required by management. Coordinate and liaise with Transport Officer to ensure that minor/ major vehicle maintenance is carried out as well as renewals of licences and discs. Offer customer service and represent GPW on the delivery field. Ensure security protocol of consignment handled is followed. Execute all delivery plans and schedules. Accurately count and configure the boxes according to the

unloading sheets. Prevent and record damages or shortages. Ensure that correct products and quantities are checked as per delivery notes prior loading. Validate that the product is packaged correctly as per job specification i.e box or shrink wrap pack. Check and verify finished product from production (Handover). Coordinate and liaise with the Administration clerks to ensure that major/minor vehicle maintenance is carried out. Ensure that the vehicles are kept clean and in an orderly condition on a daily bases. Report any damage/defect the vehicle may incur. Report any faulty equipment which is stored in the vehicle. Cooperate fully with administrative officials and follow instructions and requests. Honest and maintain good communication with the office based staff. Maintain clean the floors and maintain orderliness in the working environment. Ensure goods are packed in carriers/boxes. Perform other activities as required to achieve the goals of the GPW. Adherence to health and safety standards Undertake any appropriate training as required by the GPW

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**POST 16/208**

: **CLEANER REF NO: GPW 25/81**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R138 486 per annum  
: Regional Warehouse: Eastern Cape  
: A Grade 10, ABET Level 4, or NQF Level 3 qualification is required. No prior experience necessary.

**DUTIES**

: Performing cleaning services of routing nature by utilizing a variety of aids. Clean all floors daily by sweeping, mopping and where necessary polishing and/or buffing. Empty office dustbins daily and dispose of all refuse appropriately in the refuse bin for collection. Check bathrooms twice a day and clean accordingly. Dust office furniture at least weekly, avoiding disorganizing documents on desk etc. Report all defects in the offices. Cleaning windows on the inside at least quarterly on a rotational basis. Clean the warehouse twice a month. Refill the hand wash soap. Clean the basins. Report all defects in the restrooms. Ensure that warning signs are placed during cleaning times. Making sure that the floors are cleaned systematically to allow employees to pass freely. Safeguarding of all cleaning materials. Ensure that the office has sufficient cleaning materials at all times. Keep the stock of all kitchen utensils. Preparation of tea and soft drinks. Washing all kitchen utensils. Assist with monthly and annual stock count.

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**APPLICATIONS**

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