



VACANCY:

AVIATION TECHNICAL STORES RECEIVING CLERK

CemAir (Pty) Ltd, a South African Part 121 / 135 airline based at O.R. Tambo International Airport in Johannesburg, is seeking to employ a dynamic, results-driven Technical Stores Receiving Clerk, to be deployed at CemAir's premises in Bonaero Park. The ideal candidate will be responsible for receiving and processing incoming shipments, verifying accuracy, and ensuring that they are properly stored or distributed.

OVERVIEW OF RESPONSIBILITIES – BUT NOT LIMITED TO:

- Receive incoming shipments of parts and compare them with purchase orders, packing lists, and other relevant documents to verify accuracy.
- Inspect shipments for damages, discrepancies, or any quality issues and report them to the appropriate personnel.
- Ensure that all received goods comply with company standards and regulations.
- Generate and maintain accurate records of received shipments, including item descriptions, quantities, dates, and other relevant information.
- Update inventory systems or databases with received items and their respective locations.
- Prepare and organize documentation such as delivery receipts and shipping labels.
- Assist in managing inventory levels by monitoring stock quantities and reporting discrepancies or shortages.
- Ensure proper storage and organization of received parts.
- Collaborate with other team members and departments to ensure smooth workflow and resolve any receiving-related challenges.
- Adhere to safety protocols and guidelines when handling shipments, including proper use of equipment, personal protective gear, and hazardous material handling procedures.
- Follow company policies and procedures, as well as regulatory requirements, to ensure compliance in all receiving activities.

REQUIREMENTS:

- South African Citizen with no Criminal Record.
- Strong leadership and communication skills.
- Computer literate – MS Office (Excel, Word, Outlook).
- Driver's license with own, reliable transport.
- Sound knowledge of stock keeping, inventory, stock & storage control.
- Able to work under pressure.
- Capable of functioning without supervision.

If you meet the above requirements and are interested in an innovative and challenging working environment then we look forward to receiving your application (**covering letter and concise CV using code #TSRClerk**). Applications to be emailed to recruitment@flycemair.co.za. Should you not receive a response within 2 weeks of applying, please consider your application unsuccessful.