

Job Description

Company – ASO

Site: Nasrec Main Warehouse

Incumbent:

Date:

Signed:



Position Details

Job Title: Warehouse Dispatch Clerk/Controller

Job Summary:

The successful candidate will be one who is committed to excellence, teamwork, is positive. The candidate needs to have experience with the practices in a warehouse type department in an environment that is fast-paced and be able to interact professionally with internal and external customers and suppliers. He/she will have the overall responsibility of overseeing the dispatch of orders by matching dispatch/delivery notes and invoices, reconciling quantities, noting any

Direct/Indirect Reports:
Warehouse Supervisor.

Qualifications

Inventory / stock management qualification

2-3 years' experience in manufacturing

Any dispatch / inventory software

Position Responsibilities

Liaises with site security to call in booked vehicles in for loading at the main warehouse.

Checks the quality and quantity of goods being sent out, have trucks loaded and pre-loaded. (FIFO principle)

Checks that all vehicles booked for customer loading on a specific day receives a slot number authorizing entry onto the NASREC site.

Monitoring deliveries and vehicles throughout the day using the tools available

Supervising of the loading and dispatching process, local and export orders.

Completes the manual Load Confirmation book according to the checked and signed off SAGE picking slip and deposit slip

Liaises with the Invoice clerk to complete the SAGE invoice according the signed off picking slip.

Checks that all packed stock loaded is verified and checked against the documents handed to the driver.

Takes responsibility and liability for the stock quantities and condition of the stock loaded

FSSC 22000 and OHSa principles are adhered to

Conducts Monthly Stock Take and submit counts to the ASO/APP stock controller

Leadership Standards

Provide inspirational leadership
Promote Teamwork ethics

Skills and Attributes

Good team worker

Excellent interpersonal skills at all levels of the business.

Logical reasoning, with a “can do attitude”.

Good organisational skills.

Key Performance Indicators (KPIs)

Loading stock accuracy per vehicle

1hour Loading time per 18m

30 mins loading time per 6m

All FSSC standards met via daily checklists

Food Safety and Quality culture