

Job Description

Company – ASO

Site: Nasrec

Incumbent:

Date:

Signed:



Position Details

Job Title: RECEIVING CLERK Main Warehouse

Job Summary:

Receiving Clerk to manage the receiving by the business of all Packed Goods delivered to the Main Warehouse through 3rd Party transporters from the Packing Plant, from ASO/APP Branches and or customers in accordance with the systems established by the company.

Direct/Indirect Reports:

Warehouse Supervisor

Qualifications

- Grade 12
- Warehousing / Inventory Diploma or Degree
- Excellent MS Office and MS Excel
- At least 4 years' experience in a manufacturing and warehouse environment

Role Competencies

- Organisational skills
- Methodical
- Communication skills (both written & verbal)
- Stress tolerance
- Efficiency focus
- Levelheaded
- Listening skills
- Detail oriented

Position Responsibilities

- Handle and manage incoming goods and materials received
- Perform and execute unloading and unpacking of goods received from the Packing Plant, Intercompany and customers.
- In conjunction with onsite Quality Control, inspect and verify the condition of goods received
- Count and verify received goods using the scanning method when applicable
- Reconcile goods received against SAGE IBTs, invoices/delivery notes and report final receipts through to the ASO and APP Stock Controllers.
- Communicate discrepancies/variances in goods received to the Warehouse and Logistics Manager.
- Ensure that all necessary documents are endorsed if any discrepancies. Any Packing Plant discrepancies must be returned on the same vehicle.
- Complete the Inbound scanning process on Packing Plant and Inter Branch pallets with scanner provided.
- Do quality inspections on goods and highlight to Finance all customer returns for credit authorisation
- Fill in a goods received note and complete SAGE receipts of packed goods received. documents received from the said load to process the GRN on Sage
- Update all credit note timeously.
- Conduct and submit daily Stock takes to Stock Controllers

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.

- Ability to manage all aspects of the role in a pressurised environment
- Knowledge and application of Industrial and personal safety behavior.
- High level of SAGE proficiency

Key Performance Indicators (KPIs)

- Stock receiving accuracy – GRV, including the new scanning method.
- Stock Take and SAGE entry accuracy
- Food Safety and Quality Culture