

Parts Trainee Programme at Bell Equipment

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Deadline: 31 December 2024

Location: South Africa

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Bell Equipment is currently accepting applications for Parts Trainee Programme.

DUTIES:

- Pick parts with high levels of accuracy as per parts picking lists.
- Capture parts picked against the relevant customer accounts.
- Pack parts with required documentation for collections & dispatch.
- Perform accurate binning of parts, create and maintain bin locations.
- Assist with stock processing and reports.
- Conduct daily cycle counts (Counting of parts stock).
- Assist with Receiving, Dispatch, Deliveries & Collections of parts as and when required.
- Ensure Part and SHEQ rule, policies and procedures are adhered to all the time.
- Assist with parts counter sales.
- Be available to work weekends & additional hours as and when required.
- Maintain general housekeeping.

REQUIREMENTS:

- Grade 12: English, Mathematics, Engineering Graphics & Design (EGD), Business Studies.
- Good verbal and written communication skills.
- Use initiative, be resourceful and self-motivated.
- Be goal driven and able to work within a pressurized environment.
- Be presentable, punctual and respectful.
- Follow company confidential policies and procedures.
- Valid code EB (08) drivers' license.

ADDED ADVANTAGES:

- Basic computer literacy
- Previous experience in a parts environment
- Willing to relocate on completion of training if required

How to apply

To apply, [visit Bell Equipment recruitment portal](#).

ONLY APPLICATIONS WITH CERTIFIED COPIES OF ALL QUALIFICATIONS (SCHOOL AND COLLEGE) PLUS ID DOCUMENT & LEARNERS / DRIVERS LICENCE WILL BE CONSIDERED.

IF YOU HAVE NOT HAD A RESPONSE TO YOUR APPLICATION WITHIN 4 WEEKS OF THE CLOSING DATE, PLEASE ACCEPT THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL.

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