

Storekeeper vacancy at Maemo Motors

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Deadline: 03 January 2025

Location: Rustenburg, South Africa

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Maemo Motors is recruiting and accepting applications for Storekeeper vacancy.

Storekeeper will receive, pack and pick parts accurately, speedily and efficiently adhering to the DNI Standards By doing so impacting positively on the Dealership's customer satisfaction, customer retention and profitability.

Specific Role Responsibilities

- Stock received match delivery documents
- Note damaged packaging on POD and waybill
- Note any discrepancies
- Parts to be packed in correct bin locations ensuring utmost accuracy
- Parts to be unpacked safely, efficiently and timeously ensuring no damage
- Ensure bin locations are correctly and clearly marked
- Assist with all stock takes
- Binning Standard achieved at all times
- Storage location should be accurate at all times
- Stock Accuracy Standard
- Ensure no substandard parts are binned
- Daily Perpetual stock take results
- Part required correctly picked according to part number and quantity
- Parts picked within acceptable time parameters
- Parts not found in bins are reported according to dealership procedures
- Demonstrate knowledge of bin location system, part numbering system and part descriptions and Packaging
- Ensure that no substandard parts are supplied
- Picking and Packing documentation filed accurately and timeously
- Minimize any risk of stock shortage/stock losses
- All material handling tools, and equipment handled according to prescribed dealership/DCSA standards
- Stock Count discrepancies

Qualifications and Experience

- A minimum of Grade 12
- Computer Literate (Must)
- Clear Criminal Record
- Attention to Details
- Drivers License
- 5 years' experience
- Good Interpersonal & Communication Skills with ability to operate under pressure and in a team environment

Skills and Personal Attributes

- Problem Solving
- Attention to detail
- Customer focused
- Interpersonal

Application

To apply, [visit Maemo Motors recruitment portal](#).

If you have not received an invitation to attend an interview within 2 weeks of the application closing date, please consider your application unsuccessful.

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