



Picker/Packer
Logistics Department: Warehouse
Location: Diep River
Reporting to: Text Team Leader

Responsibilities

- To ensure that all JET/JA orders are picked and packed & dispatched daily
- Assist the quality controllers with orders
- To ensure that all books are packed onto shelves
- Assisting with other duties as required within the warehouse
- Receipting of stock onto the system
- Assist with the stock counts
- Housekeeping

Attributes

- Warehouse environment experience in a similar role advantageous
- Matric level numeracy and literacy
- General computer literacy or aptitude for training in this area.
- Knowledge of Bookmaster and Groupwise advantageous

Competencies

- Prioritise work - work efficiently and effectively
- Excellent quality orientation/attention to detail
- Strong team player, flexible, able to adjust quickly to organisational change
- Good communication skills, both verbal and written
- Strong customer service skills – telephone techniques and oral communication
- Good general organizational and administrative skills
- Multi-skilled: able and willing to assist with other warehouse duties
- Energy - able to work at a fast pace

Other special requirements

- Ability and willingness to work overtime when required.

We offer a competitive and market related remuneration package, commensurate with experience. To apply, please email your letter of application and CV to npeter@juta.co.za by 15 October 2012. This appointment will be made in line with Juta's employment equity plan.

Should you not receive a response within two weeks, please consider your application to be unsuccessful.