



Stock Administrator
Location: Diep River
Reporting to: Warehouse Manager

Responsibilities

- Ensure accurate and concise records of stock movement
- Perform physical stock counts
- Perform cycle counts with weekly recons and processing stock adjustments
- Investigating and resolving stock discrepancies
- Claim and return damaged/oversupply/returns of stock from suppliers
- Prepare stock take preparation
- Perform month-end stock variance, analysis and reconciliation reports for stock and consignment stock
- Ensure good house-keeping and packing
- Manage all the routine administration tasks relating to stock control
- Consider the impact of stock management decisions on all stakeholders e.g. customers, publishers, bookshops, etc.
- Housekeeping

Attributes

- Experience in a stock administration role of 5 years
- Ability to run and interpret Bookmaster (ERP) reports
- Ability to manipulate Bookmaster (ERP) reports in MS Excel
- Experience in MS Excel

Competencies

- Good planning and organizing/work management
- Good organisational and administrative skills
- Good work ethic and consistently maintaining a high level of efficiency
- Excellent quality orientation and meticulous attention to detail
- Ability to demonstrate initiative and work with minimum supervision
- Multi skilled i.e. able and willing to assist with other warehouse duties
- Good teamwork/collaboration

Other special requirements

- Ability and willingness to work overtime when required.
- Code 8 driver's and reach truck licenses.

We offer a competitive and market related remuneration package, commensurate with experience. To apply, please email your letter of application and CV to recruitment@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.