

Namib Lead & Zinc Mining (Pty) Ltd (NLZM) is a zinc and lead development company with a high grade, low cost development project with access to infrastructure in Namibia. Based in Swakopmund, NLZM is seeking qualified individuals for consideration for the positions of:

STOREMAN

Purpose:

The Supply Chain Section of Namib Lead & Zinc is responsible for all **Procurement, Inbound & Outbound Logistics and Warehousing** functions for the Company. This lean, but highly efficient team strives towards delivering an excellent service to other departments and outside parties.

Main Responsibilities:

With a firm background in the **Stores and Materials management environment**, the incumbent will report to the **Procurement Officer**, and be responsible for a diverse range of functions that include:-

- Inventory Control
- Management of materials
- Stock counts
- Stock receipts, binning and issuing
- Loading and off-loading of trucks
- Dispatch of goods (Inbound & Outbound)
- Review non-stock item usage to determine whether items should be catalogued and held in stock
- Management and control of perpetual inventory stock counting / inventory accuracy checks
- Work with end users to determine whether potentially obsolete stock is still required.
- Attend to customer complaints and issues
- Liaise with internal departments & suppliers regarding stock descriptions/level changes
- Housekeeping
- Ad hoc tasks/projects

Minimum Requirements

- Grade 12 (20 points)
- Minimum 5 years warehouse experience required
- Proficiency in Microsoft Office (Word, Excel, Outlook).
- Excellent communication skills and English literacy skills
- Calculation and analytical skills
- Experience in the mining or related field.
- Experience in materials handling/storage.
- Exposure to integrated Supply Chain management systems will be advantageous.

Benefits: We offer a market related remuneration

CLOSING DATE: 26 OCTOBER 2018

Interested and **suitably qualified candidates** are to submit a **Comprehensive CV with ALL relevant supporting documentation** by email to recruitment@namibleadzinc.com with the Position Title in the subject line.

Previously disadvantaged Namibians are encouraged to apply.

ONLY short listed candidates will be contacted for interviews and assessments