

## **MASSMART INTERNAL VACANCY BULLETIN**

**23-Jun-20**

Being a member of the Massmart Group provides employees with substantial opportunities for personal, career development and growth. Applications are invited from suitably qualified/experienced employees who are interested in being considered for the following vacancies in the various Massmart companies.

Applicants must please note the following:

- All advertised vacancies are managed by the respective Massmart Company within which the vacancy exists. Requests for additional information about a particular vacancy must be addressed to the relevant contact person. Similarly, applications must be forwarded to the relevant contact person.
- Please be advised that thorough reference checks will be conducted on all applicants and that generally only the 3 top applicants will be interviewed.
- Applications will only be considered if:
  - The official Massmart Internal Application Form (available from the Human Resources Department) has been used;
  - The application form has been properly completed; and supporting documentation is supplied where required;
  - The applicant's line management and HR manager has signed the form;
  - Late applications will not be considered.
  - Applicants need to consult with their division's recruitment and selection policy or other relevant HR policies to determine their eligibility to apply for an advertised vacancy.

***TO ASSIST THE EMPLOYEES IN THE STORES POTENTIALLY IMPACTED BY S189 PROCESSES, APPLICATIONS FROM POTENTIALLY IMPACTED EMPLOYEES WILL BE PRIORITIZED AS FAR AS POSSIBLE.***

Massmart and its Divisions support Employment Equity principles and preference in all appointments will be given to people from designated groups

**When applying please indicate the POSITION as well as the relevant VACANCY BULLETIN NUMBER in the subject line**

**Please make sure that you submit an internal application form and a CV together.**

Table of Contents

<b>1. MASSWAREHOUSE .....</b>	<b>5</b>
<i>Massmart Wholesale_ Makro Montague Gardens_ Loss Prevention Officer .....</i>	<i>5</i>
<i>Massmart Wholesale_ Makro Amanzimtoti _ Workforce Planning Coordinator .....</i>	<i>6</i>
<i>Massmart Wholesale_ Makro Amanzimtoti _ Receiving Administrator .....</i>	<i>7</i>
<i>Massmart Wholesale_ Makro Amanzimtoti _ Liquor Trader .....</i>	<i>8</i>
<b>2. MASSCASH .....</b>	<b>9</b>
<i>Masscash Wholesale_ Manguzi CC_Operations_KZN: Manguzi _Chief Cashier .....</i>	<i>9</i>
<i>Masscash Wholesale_ Weirs Idutywa Operations_ Eastern Cape: Idutywa _ Administration Supervisor ...</i>	<i>10</i>
<b>3. MASSMART .....</b>	<b>11</b>
<i>Massmart_ Compliance_ SME Trade (Subject Matter Expert) .....</i>	<i>11</i>
<i>Massmart_ IT - Corporate Services_ Lead ETL &amp; Analytics .....</i>	<i>15</i>
<b>4. MASSBUILD .....</b>	<b>19</b>
<i>Builders Express _ Administration _ Cresta _ Admin Controller .....</i>	<i>19</i>
<i>Builders Express _ Operations _ Cresta _ HOD Receiving .....</i>	<i>21</i>
<i>Builders Express _ Administration _ Cresta _ HOD Asset Protection .....</i>	<i>23</i>
<i>Builders Express _ Sales _ Cresta _ Inventory Controller .....</i>	<i>25</i>
<i>Builders Express _ Sales _ Cresta _ Inventory HOD .....</i>	<i>26</i>
<i>Builders Express _ Sales _ Cresta _ Sales Representative .....</i>	<i>28</i>
<i>Builders Express _ Sales _ Cresta _ Sales HOD .....</i>	<i>30</i>
<i>Builders Express _ Operations _ Cresta _ Store Manager .....</i>	<i>32</i>
<i>Builders Warehouse _ Operations _ Erasmus Park _ Administrator Operations .....</i>	<i>34</i>
<i>Builders Warehouse _ Administration _ Erasmus Park _ Admin Manager .....</i>	<i>35</i>
<i>Builders Warehouse _ Operations _ Erasmus Park _ Department Manager Receiving .....</i>	<i>36</i>
<i>Builders Warehouse _ Sales _ Erasmus Park _ Department Manager Retail Sales X4 .....</i>	<i>38</i>
<i>Builders Warehouse _ Sales _ Erasmus Park _ Department Manger Trade .....</i>	<i>40</i>
<i>Builders Warehouse _ HR _ Erasmus Park _ Human Resources Manager .....</i>	<i>42</i>
<i>Builders Warehouse _ Merchandise _ Erasmus Park _ Inventory Manager .....</i>	<i>44</i>
<i>Builders Warehouse _ Administration _ Erasmus Park _ Money Centre Agent .....</i>	<i>46</i>
<i>Builders Warehouse _ Sales _ Erasmus Park _ Sales Manager Retail .....</i>	<i>48</i>
<i>Builders Warehouse _ Sales _ Erasmus Park _ Sales Representative .....</i>	<i>50</i>
<i>Builders Warehouse _ Operations _ Erasmus Park _ Store Manager .....</i>	<i>52</i>

Builders Warehouse _ Frontline _ Erasmus Park _ Department Manager Front End .....	54
Builders Warehouse _ Dispatch _ Erasmus Park _ Department Manager Dispatch .....	56
Builders Warehouse _ HR _ Erasmus Park _ Human Resource Administrator .....	58
Builders Warehouse _ Administration _ Erasmus Park _ Inventory Controller X2 .....	60
Builders Warehouse _ Sales _ Erasmus Park _ Sales Coordinator .....	62
Builders Warehouse _ Sales _ Erasmus Park _ Trade Sales Manager .....	64
Builders Warehouse _ Frontline _ Erasmus Park _ Front End Clerk .....	66
Builders Express _ Sales _ Cresta _ Sales Consultant - Electrical .....	68
Builders Express _ Sales _ Cresta _ Sales Consultant – Garden & Nursery X2 .....	70
Builders Warehouse _ Operations _ Erasmus Park _ Back Office Clerk X3 .....	72
Builders Warehouse _ Administration _ Erasmus Park _ Refunds & Info Clerk X2 .....	74
Builders Warehouse _ Operations _ Erasmus Park _ Updater / Returns Clerk .....	76
Builders Warehouse _ Sales _ Erasmus Park _ Sales Consultant – Outdoor, Pool & Pets X3 .....	78
Builders Warehouse _ Sales _ Erasmus Park _ Sales Consultant – Flooring Solutions X3 .....	80
Builders Warehouse _ Sales _ Erasmus Park _ Sales Consultant – Garden & Nursery X4 .....	82
Builders Warehouse _ Sales _ Erasmus Park _ Sales Consultant – Hardware X4 .....	84
Builders Warehouse _ Sales _ Erasmus Park _ Sales Consultant – Nuts & Bolts .....	86
Builders Warehouse _ Sales _ Erasmus Park _ Sales Consultant – Sanitaryware X2 .....	88
Builders Warehouse _ Sales _ Erasmus Park _ Sales Consultant – Tools X4 .....	90
Builders Warehouse _ Sales _ Erasmus Park _ Sales Consultant – Electrical X4 .....	92
Builders Warehouse _ Sales _ Erasmus Park _ Sales Consultant – Major Appliances X2 .....	94
Builders Warehouse _ Sales _ Erasmus Park _ Sales Consultant – Paint X4 .....	96
Builders Express _ Sales _ Cresta _ Sales Consultant – Outdoor, Pool & Pets .....	98
Builders Express _ Sales _ Cresta _ Sales Consultant – Paint .....	100
Builders Express _ Sales _ Cresta _ Sales Consultant X2 .....	102
Builders Express _ Operations _ Cresta _ Service Assistant X2 .....	104
Builders Express _ Operations _ Cresta _ Back Office Clerk 2 .....	105
Builders Express _ Frontline _ Cresta _ Retail Assistant X2 .....	107
Builders Warehouse _ Operations _ Erasmus Park _ Sales Consultant – Internal Yard X4 .....	109
Builders Warehouse _ Operations _ Erasmus Park _ Service Assistant Timber / Glass Cutter X2 .....	111
Builders Warehouse _ Operations – Internal Yard _ Erasmus Park _ Super Sales Consultant Yard X4 .....	113
Builders Warehouse _ Frontline _ Erasmus Park _ Retail Assistant X15 .....	115
Builders Warehouse _ Operations _ Erasmus Park _ Sales Consultant – Kitchen Design X2 .....	117

Builders Warehouse _ Operations _ Erasmus Park _ Sales Consultant – Plumbing X2.....	119
Builders Warehouse _ Operations _ Erasmus Park _ Sales Consultant – External Yard X6.....	121
Builders Warehouse _ Operations _ Erasmus Park _ Service Assistant X17 .....	123
Builders Warehouse _ Operations _ Erasmus Park _ Service Assistant - Trucks X2 .....	124
Builders Warehouse _ Finance _ Sunninghill _ Lead Business Partner .....	125

## 1. MASSWAREHOUSE

Division/Company	Massmart Wholesale		
Store format / Brand / Site	Makro		
Department	Risk		
Location	Makro Montague Gardens		
Position	Loss Prevention Officer		
<i>Massmart Wholesale_ Makro Montague Gardens_ Loss Prevention Officer</i>			
PERM FULL TIME	X	PERMANENT FLEXI GUARANTEED	PERMANENT FLEXI TIME
<p><b>Main purpose of the job:</b> To manage the security components in the business through the identification of risk and to manage all the store Service Providers.</p> <p><b>Key performance areas:</b></p> <ul style="list-style-type: none"> <li>• Guard and secure and Staff Entrance</li> <li>• Guard and secure Rooms and Search Cubicles</li> <li>• Staff till and Receiving</li> <li>• Staff Returns and Floor Observations</li> <li>• Performing Arrests and Locking Procedures</li> <li>• Assigning security to posts</li> <li>• Inspections and Gate Security</li> <li>• Teamwork and Self-Management</li> </ul>			
<p><b>Minimum Academic Requirements, Professional Qualifications, and Experience:</b></p> <ul style="list-style-type: none"> <li>• Grade C or B, PSIRA qualification</li> <li>• Experience related to security industry</li> <li>• 2-3 years' experience in Security and Loss Prevention</li> </ul> <p><b>Competency Requirements</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Evaluating problems</li> <li>• Investigate Issues</li> <li>• Building Relationships</li> <li>• Communicating Information</li> <li>• Processing Details</li> <li>• Structuring Tasks</li> <li>• Own transport required as the employee will be required to lock and open store as scheduled</li> </ul> <p><b>Functional</b></p> <ul style="list-style-type: none"> <li>• Communication Skills</li> <li>• Strong Administration Skills</li> <li>• Planning, Organising and Control</li> <li>• Knowledge of Store process</li> <li>• Manage and Motivate staff member</li> <li>•</li> </ul> <p><b>Makro supports Employment Equity principles and preference in all appointments will be given to people from designated groups and with disability</b></p> <p><b>If you don't hear from us within Fourteen days, please consider your application unsuccessful.</b></p> <p><b>Please indicate in the subject of the email what position and store you are applying for.</b></p>			
<b>Application closing date: 29 June 2020</b>			
<b>Contact person for further information about this vacancy/forwarding of application:</b>			
<b>Name:</b>	Samantha Smit		
<b>E-mail:</b>	Samantha.Smit@makro.co.za		

Division/Company	Massmart Wholesale		
Store format / Brand / Site	Makro		
Department	Human Resource		
Location	Makro Amanzimtoti		
Position	Workforce Planning Coordinator		
<i>Massmart Wholesale _ Makro Amanzimtoti _ Workforce Planning Coordinator</i>			
PERM FULL TIME	x	PERMANENT FLEXI GUARANTEED	PERMANENT FLEXI TIME
<p><b>Main Purpose of the job:</b> To support the store to optimize the workforce scheduling process and tools through accurate administration of the schedule.</p> <p><b>Key requirements areas:</b></p> <ul style="list-style-type: none"> <li>• Administration of workforce tools.</li> <li>• Consult and advise business to ensure full utilization of hours and ideal requirement of the business</li> <li>• Reviewing and planning of the schedule</li> <li>• System and Process Training</li> <li>• Expense control support and Data Analytics</li> <li>• Monthly Reports and Statistics</li> <li>• Self-Management and Teamwork</li> </ul>			
<p><b>Minimum Academic Requirements, Professional Qualifications, and Experience:</b></p> <ul style="list-style-type: none"> <li>• Matric and Minimum of 3 years' experience in administrative role</li> <li>• Degree in Human Resources or equivalent is advantages</li> </ul> <p><b>Competency Requirements</b></p> <p><b>Essentials</b></p> <ul style="list-style-type: none"> <li>• Evaluating problems</li> <li>• Investigate Issues</li> <li>• Building Relationships</li> <li>• Communicating Information</li> <li>• Processing Details and Structuring Tasks</li> </ul> <p><b>Functional</b></p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of Human Resources practices</li> <li>• Excellent Communicator</li> <li>• Organized and Detail Oriented</li> <li>• Master of Time Management</li> <li>• Masters the Tools of the Trade</li> <li>• Professional Attitude and Industry Savvy</li> </ul> <p><b>Makro supports Employment Equity principles and preference in all appointments will be given to people from designated groups and with disability</b></p> <p><b>If you don't hear from us within fourteen days, please consider your application unsuccessful.</b></p> <p><b>Please indicate in the subject of the email what position and store you are applying for.</b></p>			
<b>Application closing date: 29 June 2020</b>			
<b>Contact person for further information about this vacancy/forwarding of application:</b>			
Name:	Elaine Moodley		
E-mail:	<a href="mailto:Elaine.Moodley@makro.co.za">Elaine.Moodley@makro.co.za</a>		

Division/Company	Massmart Wholesale		
Store format / Brand / Site	Makro		
Department	Receiving		
Location	Makro Amanzimtoti		
Position	Receiving Administrator		
<i>Massmart Wholesale _ Makro Amanzimtoti _ Receiving Administrator</i>			
PERM FULL TIME		PERMANENT FLEXI GUARANTEED	x PERMANENT FLEXI TIME
<p><b>Main Purpose of the job:</b> To provide a support function for the Receiving team and ensure all administration for the Receiving team is in order.</p> <p><b>Key Performance areas:</b></p> <ul style="list-style-type: none"> <li>• Administration</li> <li>• Build supplier relationships</li> <li>• Maintenance of equipment</li> <li>• Shrinkage and breakage</li> <li>• Teamwork and Self-Management</li> </ul>			
<p><b>Minimum Academic Requirements, Professional Qualifications, and Experience:</b></p> <ul style="list-style-type: none"> <li>• Grade 12/Matric</li> <li>• 1-2 years' experience in an administrative role preferably in FMCG or retail industry.</li> </ul> <p><b>Competency Requirements</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Evaluating problems</li> <li>• Investigate Issues</li> <li>• Creating innovation</li> <li>• Communicating Information</li> <li>• Providing Leadership</li> <li>• Processing Details</li> <li>• Structuring Tasks</li> <li>• Driving success</li> </ul> <p><b>Functional</b></p> <ul style="list-style-type: none"> <li>• Communication Skills</li> <li>• Strong Administration Skills</li> <li>• Planning, Organizing and Control</li> <li>• Knowledge of Store process</li> <li>• Manage and Motivate staff member</li> </ul> <p><b>Makro supports Employment Equity principles and preference in all appointments will be given to people from designated groups and with disability</b></p> <p><b>If you don't hear from us within fourteen days, please consider your application unsuccessful.</b></p> <p><b>Please indicate in the subject of the email what position and store you are applying for</b></p>			
Application closing date : 29 June 2020			
Contact person for further information about this vacancy/forwarding of application:			
Name:	Elaine Moodley		
E-mail:	<a href="mailto:Elaine.Moodley@makro.co.za">Elaine.Moodley@makro.co.za</a>		

Division/Company	Massmart Wholesale		
Store format / Brand / Site	Makro		
Department	Liquor		
Location	Makro Amanzimtoti		
Position	Liquor Trader		
<i>Massmart Wholesale_ Makro Amanzimtoti _ Liquor Trader</i>			
PERM FULL TIME	X	PERMANENT FLEXI GUARANTEED	PERMANENT FLEXI TIME
<p><b>Main Purpose of the job:</b> To build relationships with large customers, large businesses and bulk buyers and oversee their orders from initiation to completion of sale.</p> <p><b>Key Performance areas:</b></p> <ul style="list-style-type: none"> <li>• Survey target market</li> <li>• Recruit Customers</li> <li>• Service existing customers</li> <li>• Service walk in customers</li> <li>• Query Resolution and Complaint Resolution</li> <li>• Merchandising standards and Housekeeping</li> <li>• Maintain supplier relationships and Shrinkage</li> </ul>			
<p><b>Minimum Academic Requirements, Professional Qualifications, and Experience:</b></p> <ul style="list-style-type: none"> <li>• Have the relevant and recognized tertiary qualification (at Diploma or Degree level)</li> <li>• 3-5years management experience in similar environment</li> </ul> <p><b>Competency Requirements</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Evaluating problems</li> <li>• Investigate Issues and Creating innovation</li> <li>• Communicating Information</li> <li>• Providing Leadership</li> <li>• Processing Details and Driving success</li> <li>• Structuring Tasks</li> </ul> <p><b>Functional</b></p> <ul style="list-style-type: none"> <li>• Communication Skills</li> <li>• Strong Administration Skills</li> <li>• Planning, Organizing and Control</li> <li>• Knowledge of Store process</li> <li>• Manage and Motivate staff member</li> </ul> <p><b>Makro supports Employment Equity principles and preference in all appointments will be given to people from designated groups and with disability</b></p> <p><b>If you don't hear from us within fourteen days, please consider your application unsuccessful.</b>  <b>Please indicate in the subject of the email what position and store you are applying for.</b></p>			
<b>Application closing date : 29 June 2020</b>			
<b>Contact person for further information about this vacancy/forwarding of application:</b>			
<b>Name:</b>	Elaine Moodley		
<b>E-mail:</b>	<a href="mailto:Elaine.Moodley@makro.co.za">Elaine.Moodley@makro.co.za</a>		



## 2. MASSCASH

<b>Division/Company</b>	<b>Masscash Wholesale</b>							
<b>Store format / Brand / Site</b>	<b>Manguzi CC</b>							
<b>Department</b>	<b>Operations</b>							
<b>Location</b>	<b>KZN: Manguzi</b>							
<b>Position</b>	<b>Chief Cashier</b>							
<b>Masscash Wholesale_ Manguzi CC_Operations_KZN: Manguzi _Chief Cashier</b>								
EE		27 HR		40 HR		PERM	x	DISABILITY
<p><b><u>Purpose of job:</u></b> To ensure that cashing up is correctly handled and that all company monies are properly processed</p> <p><b><u>Job specifications/responsibilities will include the following:</u></b></p> <ul style="list-style-type: none"> <li>Follow cash up procedure when opening and cashing up till</li> <li>Follow float procedure and ensure that you have signed for it</li> <li>Collate the totals of cheques, coupons, RD cheques received during the day and run up the cash register totals in denominations and methods of payment. Send information to till supervisor for cash office.</li> <li>Ensure security procedure is followed with regard to bulk banking.</li> <li>Check and record totals of all denominations and methods of payment; ensure the correctness of post-dated cheques and check for other errors on cheques as these cannot be banked</li> <li>Demonstrate consistent application of internal policies and procedures</li> <li>Escalate identified problems to relevant manager</li> <li>Report suspicious occurrences or people to management and security personnel</li> <li>Verify information on all paperwork received thoroughly to ensure correct information with regards to government grants</li> <li>Check correct procedure being followed when handing cash over to CIT</li> <li>Adhere to all safety regulations</li> <li>Respond to customer complaints with empathy and ensure the issue is resolved accurately in the shortest possible time.</li> <li>Ensure full knowledge of store's product offering</li> </ul>								
<p><b><u>Requirements:</u></b></p> <ul style="list-style-type: none"> <li>Minimum Grade 12 (Matric) or similar qualification.</li> <li>Relevant education and /or experience in in-store support in a similar environment in a related role.</li> </ul> <p style="text-align: center;"><i><b>"Employment Equity Policy Requirements may be applicable"</b></i></p>								
<b>If you don't hear from us within fourteen days please consider your application unsuccessful.</b>								
<b>Application closing date:02/07/2019</b>								
<b>Contact person for further information about this vacancy/forwarding of application:</b>								
<b>Name:</b>	Mandla Memela							
<b>e-mail:</b>	<a href="mailto:Mandla.Memela@cambridgefood.co.za">Mandla.Memela@cambridgefood.co.za</a>							

<b>Division/Company</b>	Masscash Wholesale																									
<b>Store format / Brand / Site</b>	Weirs Idutywa																									
<b>Department</b>	Operations																									
<b>Location</b>	Eastern Cape: Idutywa																									
<b>Position</b>	Administration Supervisor																									
<b>Masscash Wholesale _ Weirs Idutywa Operations _ Eastern Cape: Idutywa _ Administration Supervisor</b>																										
EE		27 HR		40 HR		PERM	x	DISABILITY																		
<p><b><u>Purpose of job:</u></b></p> <ul style="list-style-type: none"> <li>Implement and maintain systems to ensure that the administration is effectively executed within the store.</li> <li>Ensure effective administration and compliance with all regulations and procedures.</li> </ul> <p><b><u>Job specifications/responsibilities will include the following:</u></b></p> <ul style="list-style-type: none"> <li>Implement and maintain systems to ensure that Finance Administration is efficiently implemented in the store in line with applicable policies and procedures</li> <li>Monitor and ensure that all relevant data is correct and sent to relevant stakeholders timeously</li> <li>Effective support of Finance team on ad hoc basis</li> <li>Efficient and accurate record keeping of related</li> <li>Implement and maintain systems to ensure that Finance Administration is efficiently implemented in the store in line with applicable policies and procedures</li> <li>Build and maintain effective relationships with store managers, suppliers and customers to ensure sustainability in the business.</li> <li>Ensure that staff is performance managed, appraised and developed</li> <li>Minimize shrinkage and breakages</li> <li>Ensure that your team members know, understand and adhere to company rules and procedures.</li> <li>Investigate and/or Report suspicious occurrences or people to management and security</li> <li>Ensure that staff is trained on all relevant safety procedures as per OHS Act in liaison with L&amp;D Team</li> <li>Demonstrate consistent application of internal policies and procedures</li> <li>Apply knowledge of the organizational systems, structures, policies and procedures to achieve strategic objectives</li> <li>Follow through to ensure that personal quality and productivity standards are consistently and accurately maintained</li> <li>Maintain a positive attitude</li> <li>Respond openly to feedback</li> <li>Take ownership for driving own career development</li> <li>Manage own development (skills and knowledge)</li> <li>Plan and priorities, demonstrating abilities to manage competing demands</li> <li>Communicate effectively, maintaining relationships</li> </ul> <p><b><u>Requirements:</u></b></p> <ul style="list-style-type: none"> <li>Relevant tertiary education in Administration, Finance related and or related field</li> <li>3-5years experience in a Wholesale/retail/FMCG environment in a related role</li> </ul> <p style="text-align: center;"><i><b>“Employment Equity Policy Requirements may be applicable”</b></i></p> <p><b>If you don't hear from us within fourteen days please consider your application unsuccessful.</b></p> <p><b>Application closing date:02/07/2019</b></p> <p><b>Contact person for further information about this vacancy/forwarding of application:</b></p> <tr> <td><b>Name:</b></td><td colspan="8">Noluthando Dikgole</td></tr> <tr> <td><b>e-mail:</b></td><td colspan="8"><a href="mailto:Noluthando.Dikgole@masscash.co.za">Noluthando.Dikgole@masscash.co.za</a></td></tr>									<b>Name:</b>	Noluthando Dikgole								<b>e-mail:</b>	<a href="mailto:Noluthando.Dikgole@masscash.co.za">Noluthando.Dikgole@masscash.co.za</a>							
<b>Name:</b>	Noluthando Dikgole																									
<b>e-mail:</b>	<a href="mailto:Noluthando.Dikgole@masscash.co.za">Noluthando.Dikgole@masscash.co.za</a>																									

### 3. MASSMART

<b>Division/Company</b>	<b>Massmart</b>						
<b>Store format / Brand / Site</b>	<b>Head Office</b>						
<b>Department</b>	<b>Compliance</b>						
<b>Location</b>	<b>Sunninghill</b>						
<b>Position</b>	<b>SME Trade (Subject Matter Expert)</b>						
<b>Massmart_ Compliance_ SME Trade (Subject Matter Expert)</b>							
<b>EE</b>		<b>27 HR</b>		<b>40 HR</b>		<b>PERM</b>	<b>x</b> <b>DISABILITY</b>
<b>Summary</b>							
<p>The Market Trade SME is responsible for development, implementation, and monitoring of the market level trade compliance program that - (1) satisfies global trade program requirements; (2) ensures compliance with local laws and regulations; (3) provides oversight on related compliance matters to ensure execution of Global Trade Compliance program objectives; and (4) seeks to ensure compliance with applicable legal requirements during import/export and procurement activities at Massmart and divisions.</p>							
<b><u>FUNCTIONS / RESPONSIBILITIES:</u></b>							
<b>1.Risk Identification and Mitigation</b>							
<p>a) Proactively identify, assess, and mitigate trade compliance risks, including risks relating to new or changing regulatory requirements, industry practices, and business initiatives.</p> <p>b) Accountable for the completion of an annual risk assessment of the market's trade compliance program, consistent with global requirements.</p> <p>c) Leading the development of cross-functional, multi-program efforts to implement cost-effective risk mitigation strategies.</p> <p>d) Providing strategic direction in the implementation and execution of mitigation programs, data systems, and services.</p> <p>e) Evaluating and measuring operational program processes in order to close compliance gaps and continually improve programs and services.</p>							
<b>2.Trade Compliance Program Development</b>							
<p>a) Lead market efforts for the development and execution of Trade Compliance programs, policies and procedures that are embedded in Supply Chain processes.</p> <p>b)The Trade Compliance program together with the Supply Chain organization to ensure that all elements of the market's import/export business are appropriately addressed, including ensuring the proper oversight of processes relating to:</p> <ul style="list-style-type: none"> <li>i. Item/Product Review – Classification, Admissibility, License and Permits, and Country of Origin.</li> <li>ii. Valuation - Buying agent review, Incoterms, Assists, Related Parties, and Trade Remedies (anti-dumping, countervailing).</li> <li>iii. Duty Minimization - Special Trade Programs, Free Trade Agreements, Tariff Engineering, Drawback, Terminal Handling Charges, and Invoice Reviews (Third Party Intermediaries ("TPIs").</li> <li>iv. Import/Export Declarations - Submission to Regulatory Agencies (entry/declaration processes), Exception Management, and 3rd Party/Broker/TPI Management (refer next section).</li> <li>v. Systems/Technology/Innovation - Infrastructure and Integration, Development to Drive Compliance and Efficiency, and Leverage, benchmark across subject matter areas and markets.</li> </ul> <p>c)Ensure import and export data, incoterm data, data from brokers and third parties are readily available and accessible in consistent formats, to enable timely reviews, comparisons and audits:</p> <ul style="list-style-type: none"> <li>i. Audit, Post Entry, Recordkeeping - Global and Local requirements.</li> <li>ii. Action Plan Accountability - Risk Assessment Action Plans, Internal Audit Action Plans, Level I and</li> </ul>							

Level II Monitoring Action Plans, TPI Audit Action Plans, and Outside Counsel Reviews.

- iii. Government Agency Relationships and Communications - Collaborate with legal, business, government affairs, and Influence.
- iv. Industry Associations - Relationship Development, Influence, and Benchmarking.

d) Oversight of the implementation of the Trade compliance programme including -

- i. Leading a cost-effective programme that mitigates risk and ensures compliance with laws / regulation
- ii. Developing corporate positions on Trade across Massmart and its Divisions aligned to business strategy.
- iii. Providing advice to international market leaders regarding key decisions required to achieve business objectives.
- iv. Managing information related to market trends, standards and regulations.

### **3.3rd Party Broker/TPI Management**

- a) Together with the Supply Chain organisation develop selection process protocols in collaboration with key stakeholders.
- b) Support the Supply Chain organisation, in developing program defining scope of work, standard operating procedures, scorecards (includes KPIs) and conduct quarterly performance reviews.
- c) Develop audit protocols and conduct audits against contractual expectations: compliance requirements, service levels and fee schedules.
- d) Ensure continued compliance with Anti-corruption ("A/C") Compliance requirements.

### **4. Supply Chain Security**

- a) Together with the Supply Chain organisation, proactively identify, assess, and mitigate supply chain security risks, including risks relating to new or changing regulatory requirements, industry practices, and business initiatives
- b) Implement the Global Supply Chain Security strategy and program by overseeing and directing the design, development, implementation, and monitoring of supply chain security compliance standards and controls, training and awareness activities, and technological innovations and systems to further refine and integrate cross-organizational requirements and engage and educate key stakeholders with AEO (Authorized Economic Operator) and CTPAT (Customs Trade Partnership Against Terrorism) compliance requirements.

### **5. Measure the Program Effectiveness - Monitoring and Response**

- a) Establish, define, baseline and report trade compliance KPIs via scorecard and drive performance in partnership with business, Global Trade SME and CECO. KPIs to include key trade compliance and anti-corruption compliance indicators; as well as impact to the supply chain: ex. % of errors identified in post entry review and % of shipments cleared on/before arrival, TPIs engaged in accordance with Anti-Corruption Procedures.
- b) Identify and implement metrics to measure key performance areas (KRAs).
- c) Review data from the continuous improvement team to enhance the policies, processes, controls, training and communications – i.e. continuously improve.

### **6. Training and Awareness**

- a) Develop required training and awareness to key business partners on trade compliance and supply chain security policies, procedures and controls in alignment with global Trade Compliance program and market requirements.
- b) Verify all members of customs / trade team complete the annual Anti-Corruption in-person led training ("ILT").

- c) Assist A/C Compliance in development and co-delivery of the A/C-focused ILT content, as applicable.

### **7.Management System**

- a) Implement and maintain the Trade SMMS (Subject Matter Management System) to establish and communicate clear and consistent Trade compliance standards to the broader business, including undertaking risk assessments, developing and reviewing policies, procedures, monitoring, training and communication.
- b) Together with the Supply Chain organisation, lead market efforts for the development of Trade policies and standard operational procedures by:
- i. Directing the development of strategies, data systems, and tools to ensure knowledge transfer of global trends, standards, and regulations.
  - ii. Ensuring that customs interactions are supported, maintained and consistent with export and import regulations.
  - iii. Establish criteria and methodology for import and export compliance audit programs.
  - iv. Benchmarking against other importers and exporters for industry best practices.
  - v. Collaborating with trade, import, and export compliance experts to develop processes and systems solutions.
  - vi. Assessing and directing development of policies for programs across the market to ensure organizational alignment.

### **8.Ways of Working**

- a) Ensure appropriate escalation and communication of compliance matters to CECO and Global SME.
- b) Collaborate and influence across in-market subject matters and business stakeholders to include Global Sourcing, Merchandising, Supply Chain, Government Affairs, A/C Compliance and Legal.
- c) Influence, persuade, counsel, develop relationships and gain credibility with merchants, supply chain associates, and key stakeholders.
- d) Collaborate/benchmark with counterparts in other markets and share best practices, emerging risks, emerging business models.

### **9.Stakeholder Relationships**

Together with the Supply Chain organisation or other relevant business unit, provide representation to national and local regulatory agencies and external organizations by -

- a) Leading negotiations on compliance agreements with regulatory agencies.
- b) Participating as speaker or panel member in external risk management conferences and committees, if required.
- c) Supporting the building and maintaining of relationships with regional Customs and other government agencies to maximise achievement of business goals.
- d) Oversee the monitoring and tracking current performance of third parties related to compliance requirements.
- e) Directing colleagues' involvement with regulators to ensure facility compliance with all environmental matters.
- f) Lobby, network with government, regulatory and standards bodies to ensure that Massmart stays up-to-date with new legislation, regulations and standards.
- g) Lead discussions and network with government, regulatory and standards bodies on new areas of compliance frameworks.
- h) Lobby with peer associations and groups, and individually for continuous improvement.
- i) Engage with the legal teams in matters relating to Trade.

**Requirements:**

**Minimum Academic, Professional Qualifications & Experience required for this position**

Law degree and/ or 5- 10 years' experience import & export trade compliance or related field. Compliance/Risk/Internal audit experience with Trade compliance.

**Competencies & Skills**

**Judgment: Make Sound Judgments** - Uses objective financial and business analyses to evaluate the returns and risks of business choices

Analyzes and integrates trends and patterns to determine the root causes of problems and identify solutions

Evaluates short- and long-term implications of decisions

Accurately forecasts growth, costs, and business challenges

**Customer/Member Centered:** Promote a Customer/Member-Focused Environment -

**Execution and Results:** Optimize Execution and Results - Uses the advantage of company size, internal and external resources, and talent to achieve success

Makes sure desired change initiatives and priorities are implemented appropriately

**Planning and Improvement:** Advocate Planning and Continuous Improvement - Sets and communicates clear and aligned goals, monitors progress, and ensures leaders in own organization do the same

**Influence and Communicate:** Inspire Commitment - Develops and communicates logical, convincing justifications, including lessons learned, that build commitment and support for one's perspectives and initiatives

**Adaptability:** Demonstrate Adaptability - Demonstrates resourcefulness and resilience in the face of change, obstacles, and adversity

**Strategy:** Think and Act strategically - Creates strategies for own organization that align with the company's strategies and lead to the achievement of business priorities

**Social Responsibility and Reputation:** Promote Reputation and Social Responsibility - Proactively leads volunteer activities, programs, and initiatives in order to improve the community

Seeks and maintains external relationships and alliances, strengthening the company's impact on and reputation in the community

**Talent:** Assess and Improve Talent - Develops talent and replacement plans for own organization that increase effectiveness, build diversity, and enhance bench strength

**Build Relationships:** Build Internal and External Relationships - Builds and sustains trusting, collaborative relationships and alliances across functional, organizational, and geographical boundaries to achieve goals

Sponsors initiatives and programs that promote respect for, interest in, and support of associates

Ensures associates are treated in an accepting, respectful manner

Ability to work in a high pressure environment

Research

Communication

Thought Leadership

**Application closing date: 30/06/2020**

**Contact person for further information about this vacancy/forwarding of application: Ruby Walters**

**Name:** Ruby Walters

**Fax:**

**e-mail:** [careers@massmart.co.za](mailto:careers@massmart.co.za)

Division/Company		Massmart							
Store format / Brand / Site		Head Office							
Department		IT - Corporate Services							
Location		Sunninghill							
Position		Lead ETL & Analytics							
Massmart_ IT - Corporate Services_ Lead ETL & Analytics									
EE		27 HR		40 HR		PERM	x	DISABILITY	
<u>Summary</u>									
<p>Massmart is recently changed its organization strategy and structure to focus on Wholesale and Retail business with key functions like Supply Chain, Master Data, Analytics, Digital, HR, Finance and VAS being centralized to provide leverage and scale to business going forward.</p> <p>The focus of this role description is around the area of Analytics. With digital becoming a prominent theme across our Omni-channel strategy, the key foundation to enable digital data architecture. We need deep data engineering skills along with mobile and cloud capabilities to drive our organization towards a Data first / AI first organization in future. Data will become the key currency that allows us to understand our customers, supply chain and various services we provide, with insights that can help us build a truly digital future. To be able to run multiple models around business decision making and forecasting, it is vital that we have a data engineering framework that allows all data sources to be aggregated in a way that data can be presented to business to make accurate and fast decisions and forecasting.</p>									
<u>FUNCTIONS / RESPONSIBILITIES:</u>									
<b>1.Key Responsibilities</b>									
<p>The ETL lead's job focuses on managing existing data sources, implement new technologies and tools to further enable data science and analytics, as well as help drive scalable data platform and practices. The key responsibilities are directly derived from processes in practice:</p>									
<p>a)Drive the Data Engineering framework, architecture and roadmap</p>									
<p>b)Drive IT strategy for ETL Architecture, development, enhancement, maintenance, production support, data modeling, reporting including business and system requirements of Enterprise Data Lake for multiple domains.</p>									
<p>c)Hands on experience using tools like Informatica / DataStage/Business Objects</p>									
<p>d)Developing Mappings, Define Workflows &amp; Tasks, Monitoring sessions, Export &amp; Import Mappings and Workflows and Backup and Recovery.</p>									
<p>e)Extraction, Transformation and Loading of data from heterogeneous source systems like Flat files, Excel, XML, VSAM, SAP, Teradata</p>									
<p>f) Data modeling using Dimensional Data modeling, Star/Snowflake schema modeling, FACT and Dimensional tables, Physical and Logical data modeling using Erwin.</p>									
<p>g) Implementing Error handling concepts, testing, debugging skills and performance tuning of targets, sources and transformation logics.</p>									
<p>h) RCA (Root Cause Analysis) and resolving performance bottlenecks and enhance for optimization of the mappings, sessions and workflows.</p>									
<p>i)Working with UNIX Shell scripts, Linux scripts, Batch scripts and necessary Test Plans to ensure the successful execution of the data loading process</p>									
<p>j) Analyzing the database design, Coded Stored Procedures, Packages and Triggers using PL/SQL.</p>									
<p>k)Coordinate the flow of development initiatives and Experience in Requirement Analysis, Design, Development, all the phases of Testing like Unit testing, Integration Testing, Regression testing, Performance, Acceptance testing.</p>									
<p>l)Team Management, Project Planning, Monitoring, and self-starter with good communication skills and ability to work independently and as part of a team</p>									
<p>m)Engaging with Chief Data Science officer team, business IT teams and external sources</p>									

- n) Understanding of data sources across Massmart and Divisions
- o) Engaging with Infrastructure to build multiple data ingestion environments
- p) Driving continuous optimization of data platforms for creating seamless user experience
- q) Driving integration of new technologies and oversee development of new processes
- r) Create a data governance framework with user access model that aligns with Massmart & Walmart standards
- s) Engaging with Walmart International team to stay attuned to the global data standards

## **2.Data Engineering sub-function responsibilities**

The Data Engineering sub-function will be a cross division role at Massmart level with direct reporting to Corporate services CIO and provide leadership to drive platform strategy and execution for Massmart data across customer, supply chain, back office, stores, ecommerce, HR, sales, operations, VAS and others.

The role will actively work with chief data office function and all divisions building data framework and architecture roadmap to enable future of digital:

### **1)Data Collection**

- a) Identify data sources across Massmart enterprise architecture to enable data engineering platform
- b) Create / enable ways to collate data from multiple data sources
- c) Bring understanding of multiple data source formats and data aggregation
- d) All data source mapping to destination environments for on-premises and on-cloud databases

### **2)Move and Store**

- a) Create infrastructure environments for dev and staging to host data being received from multiple data sources
- b) Drive capacity planning to enable continuous flow of data into infrastructure environment from data sources
- c) Leverage open source tools and SQL queries to extract data from sources
- d) Build and continuously update framework for user access
- e) Optimize productions databases for online transaction processing, on regular basis with pro-active monitoring and alerting
- f) Drive continuous evaluation of data archival process and data caching mechanisms

### **3)Extract, Transform and Load (ETL)**

#### **a)Data Modeling:**

- i) Design Online Analytics Processing system (OLAP) with focus on insight generation, meaning analytical reasoning can be translated into queries and statistics can be computed efficiently.
- ii) Define table schemas and data relations to capture business metrics and dimensions
- iii) Define and implement normalization by tracking data relations, querying patterns (joins) and maintain pipelines.
- iv) Make decision on balancing the right design pattern between normalized and de-normalized tables using appropriate schema approaches, fact tables and dimension table connections.

#### **b)Data Partitioning and Backfilling Historical Data**

- i) Drive query optimization and performance through relevant data partitioning techniques (e.g. Data Stamp) by mapping data chunks to partition keys.



c) Drive ETL best practices on regular basis, with some of the key ones being:

- i) Partition Data Tables: Ensure data partitioning is taking place in an optimized way to leverage partitions to parallelize backfilling.
- ii) Load Data Incrementally: Ensure ETL jobs are modular and manageable, especially when building dimension tables from fact tables
- iii) Enforce Idempotency: Ensure data pipelines are built so that queries run against same business logic and time range return same results, to enable point in time snapshots performing historical analysis with consistent results.
- iv) Parameterize Workflow: Create templates to enable backfilling logic and ensure consistent maintenance of the templates.
- v) Pro-active Data checks: Ensure quality of data is validated in Staging environment before moving to production.
- vi) Build useful Alerts and Monitoring System: Ensure appropriate alerts and configured to monitor ETL jobs

d) Build framework to manage multiple ETL data pipelines and create data abstraction to enable Data scientists in following ways:

- i) Auto generation of user level metrics and compute statistics for an experiment leading to data scientists devoting more time to analyzing change in metrics, interpreting user behavior and highlighting changes.
- ii) Generate automatic OLAP tables allowing data scientists to spend time understanding trends, identifying gaps, relaying changes to business changes.
- iii) Abstract engineering work in a way that allows data scientists to focus on modeling and not package dependencies.

e) Drive Data Engineering framework with understanding of following layers:

- i) Input layer: End user is able to specify based on the needs and experience expected.
- ii) Data processing: Maintain and build new ETL codes
- iii) Output: Manage multiple ETL jobs to synchronize with each other based on user needs.

f) All new digital product options review and design

g) All reconciliation data delivery and systems management

h) All system configuration and set-up

### **3. Relationship & Vendor Management**

- a) Build & maintain relationships with Business Owners.
- b) Meet & understand requirements of Business areas or Divisions.
- c) Manage vendors & service providers, & ensure that they adhere to project milestones & timelines, security and architecture principles.
- d) Mentor others regarding setup and development of integration technologies, including internal toolsets and partner configurations.

### **Requirements:**

#### **Minimum Academic, Professional Qualifications & Experience required for this position**

#### **Qualifications:**

- Commercial IT degree and certificates are advantageous

**Experience:**

- Understand Business needs and able to convert them into technical specs
- Co-ordinate monthly release items for ETL and Reporting between teams
- Expert on developing ETL code with Informatica tool
- Good understanding and ability to write Unix scripts
- Handle ongoing request for information (RFI), regulatory, and audit needs
- Manage people and daily task
- Work with a team as a process-oriented person and adhering to the organizations product development standards
- Be an effective leader and a mentor for the partner teams
- Familiar with regulatory requirements and handling sensitive incidents
- Excellent communication and written skills and prepared to work across time zones
- Experience with project management software and developing/implementing best practices
- Strong understanding of SDLC and proven track record of operational efficiency
- Strong technology skill background with good working knowledge of Informatica, Teradata, DB2, Sybase OR Oracle, XML
- Strong SQL skills and a thorough understanding of database constructs
- Fluent in SQL, UNIX Shell and Perl
- Strong data analysis and data quality assessment skills
- 5+ years experience in BI design and management in a production environment
- Performance trouble shooting and remediation
- Experience with data model designing and modeling tools
- Ability to develop and follow change management processes for consistent and maintainable versions
- Exposure to the financial services industry and exposure

**Competencies & Skills**

- Makes effective choices
- Serves the customer/member
- Gets results
- Plans for & improve work
- Shares information
- Perform to ethical standards
- Adaptive
- Solves problems
- Strategic thinker

**Application closing date: 30/06/2020**

**Contact person for further information about this vacancy/forwarding of application: Ruby Walters**

**Name:** Ruby Walters

**Fax:**

**e-mail:** [careers@massmart.co.za](mailto:careers@massmart.co.za)

#### 4. MASSBUILD

Division/Company		Massbuild						
Store format / Brand / Site		Builders Express						
Department		Administration						
Location		Cresta						
Position		Admin Controller						
Builders Express _ Administration _ Cresta _ Admin Controller								
EE		27 HR	40 HR		PERM	x	DISABILITY	
Functions / responsibilities:								
<ul style="list-style-type: none"><li>• Provide administrative support to the store to effectively deliver on the Store tactical plan</li><li>• Ensure the pre and post-employment administrative component processing of all recruits (refer to talent sourcing process document)</li><li>• Coordinate respective training programs and initiatives</li><li>• Ensure that training registers are completed and captured for all training conducted</li><li>• Ensure facilitation and drive Talent and Succession planning for all Non-Perm staff</li><li>• Expedient resolution of Payroll related matters, including i.e. garnishee orders, salary and benefit matters</li><li>• Process and control staff attendance records within Legislative and Company parameters</li><li>• Manage leave authorisation &amp; records as per Company Policy</li><li>• Manage time &amp; attendance system, information input (i.e. Shifts, scheduling of days off, etc) and produce required reports to Management and Payroll for processing</li><li>• Ensure the administration of all company employee benefits (i.e. injury on duty, disability, funeral benefits, study loans, etc) within legislative and Company parameters to Payroll or required Department</li><li>• Ensure administration of all terminations i.e. resignations, dismissal, absconding, retirement, etc</li><li>• Ensure that uniforms are issued to all staff as per Uniform Policy. Forward the acknowledgement of receipt &amp; deduction authorisation forms to payroll.</li><li>• Ensure effective reporting on and analysis of all HR Reports i.e. Turnover Reports, absenteeism trends, etc</li><li>• Provide assistance with the implementation of administrative policies &amp; procedures in relation to assets &amp; office equipment.</li><li>• Adhere to correct procedures by completing requisitions &amp; requests for sundry purchase and petty cash, comply with department budget requirements &amp; ensure that all sundry purchases and petty cash are authorised by the admin manager according to the correct procedures</li><li>• Ensure adequate supplies of stationery to all departments</li><li>• Provide assistance with the implementation of administrative policies &amp; procedures relating to debtors' applications, as required</li><li>• Ensure managers or HODs are called for barcodes that do not scan, recording details of the relevant stock item &amp; sale on the invalid barcode report</li><li>• Ensure that discount vouchers are correctly authorised &amp; processed.</li><li>• Ensure correct steps are taken when fraudulent notes are presented for payment</li><li>• Follow up on errors, shorts &amp; overs with the banking supervisor &amp;/ or frontline manager, investigating &amp; establishing causes &amp; ensuring that appropriate corrective action is taken</li><li>• Ensure that refunds clerks process refunds, customer repairs &amp; loan units correctly, adhering to limits of authority, policies &amp; procedures</li><li>• Adhere to Frontline Procedures</li><li>• Ensure that automatic banking policies are adhered to</li><li>• Ensure that cashiers are accompanied by security when proceeding to cash office at the end of the day</li><li>• Review and sign off all documentation in batches from Receiving, Inventory, Front End, Banking and Dispatch</li></ul>								
Requirements:								
<ul style="list-style-type: none"><li>• Matric, minimum three years' experience, good knowledge of MS Office.</li><li>• Background in HR and Finance.</li><li>• System CKS and SAP an advantage</li></ul>								

- Ensure customer / Member Centered Performance
- Ensure Execution & Achieve Results
- Ensure Planning & Improvement
- Build & Influence Team
- Adapt & Learn
- Manage and Leverage Talent
- Train & Develop Talent
- Network Internally and Externally

**Application closing date: 1 July 2020**

**Contact person for further information about this vacancy/forwarding of application:**

**Name:** *Luturchia Arends*

**Fax:**

**e-mail:** *Luturchia.arends@builders.co.za*

Division/Company	Massbuild							
Store format / Brand / Site	Builders Express							
Department	Operations							
Location	Cresta							
Position	HOD Receiving							
<b>Builders Express _ Operations _ Cresta _ HOD Receiving</b>								
EE		27 HR		40 HR		PERM	x	DISABILITY
<b>Functions / responsibilities:</b>								
<p><b>Effectively manage to store's receiving department, ensuring that the companies receiving processes are adhered to while minimising risk and shrinkage to the business.</b></p> <ul style="list-style-type: none"> <li>Control booking in &amp; receiving procedures for ALL deliveries, including normal vendors, courier deliveries, STOs, direct deliveries, special orders &amp; manual booking in when the system is off-line.</li> <li>Ensure that any stock receiving discrepancies are dealt with as per the receiving process.</li> <li>Ensure that all stock is bar coded and that bar code is correct as well as valid. Report barcode issues to inventory Controller.</li> <li>Ensure that full 2nd check is done on all high-risk items, high value &amp; high shrinkage lines prior to moving stock to the sales floor.</li> <li>Ensure that manual Receiving procedures are adhered to when the system is off line according to the laid down procedures &amp; ensure that all processes are captured on SAP on the same day if the system is available.</li> <li>Ensure that driver has signed blind count sheet, proof of delivery (POD), delivery refusal document when required and that correct stamp is utilized for this purpose</li> <li>Ensure that waybill is stamped and any damages or tampering of boxes is documented on waybill</li> <li>Ensure that shelf edge labels accompany stock to floor</li> <li>Ensure that all high risk stock (High risk list) is handed over to management in relevant departments</li> <li>Ensure that all STOs are processed as per the STO policy</li> <li>Ensure that stock moved from sales floor to receiving for returns to vendor is boxed with "goods taken to receiving" document completed and pasted on box by sales staff</li> <li>Ensure that receiving staff check return to vendor stock on the "goods taken to receiving" document prior to placing in return cage or designated area in receiving.</li> <li>Ensure that the LIV clerk/Returns Clerk does transfer posting on the system using "goods taken to receiving document"</li> <li>Ensure that stock is transferred to the returns to vendor/damages storage location physically with transfer posting document attached.</li> <li>Ensure that the returns/damages cage inventory is checked weekly and signed off by Inventory controller and filed in model office</li> <li>Ensure that vendor returns notes are ONLY created by LIV clerk/returns clerk when the vendor is present in store to collect stock and not prior to vendor being in store</li> <li>Liaise with the Replenishment HOD on a regular basis regarding vendors that have not collected returns</li> <li>Ensure that stock is correctly transferred to the Damages stock location physically &amp; on the system</li> <li>Ensure that branch manager visits damages cage monthly [before month end] to make a decision on what stock will be scrapped and destroyed and what will be sold to auctioneer.</li> <li>Ensure scrapped stock is disposed of as per the policy – Asset Protection/admin manager must be present</li> <li>Ensure that correct procedures are being adhered to for store/customer stock repairs</li> <li>Ensure that GRIR account is cleared and maintained at all times</li> <li>Ensure that unused bar codes/shelf edge labels are placed in label bin and destroyed when full</li> <li>Ensure that all barcodes printed have been authorized by yourself prior to printing</li> <li>Ensure that the vacuum system is used [detailed checking in area separate from 2nd check area]&amp; cages are locked as per security requirements</li> <li>Clear receiving cages/detailed checking area after each delivery. Do not allow stock to be stored in receiving cages/detailed checking area.</li> <li>Staff Management</li> <li>Ensure that the team structure is resourced by motivated &amp; empowered staff &amp; lead by sound performance management &amp; transformational leadership practices</li> </ul>								

- Ensure optimum staffing levels are maintained (scheduling, absenteeism, vacancies, etc)

**Requirements:**

- Grade 12 / Matric essential
- 2-3 years practical experience in a receiving environment
- Knowledge of receiving and returns procedures in a retail environment
- Excellent interpersonal / communication skills
- Ability to work under pressure
- Excellent attention to detail
- Team Player
- Good numerical ability
- Good Interpersonal Skills
- Good verbal and written communication

**Application closing date: 1 July 2020**

**Contact person for further information about this vacancy/forwarding of application:**

**Name:** Luturchia Arends

**Fax:**

**e-mail:** [Luturchia.arends@builders.co.za](mailto:Luturchia.arends@builders.co.za)

<b>Division/Company</b>	<b>Massbuild</b>						
<b>Store format / Brand / Site</b>	<b>Builders Express</b>						
<b>Department</b>	<b>Administration</b>						
<b>Location</b>	<b>Cresta</b>						
<b>Position</b>	<b>HOD Asset Protection</b>						
<b><i>Builders Express _ Administration _ Cresta _ HOD Asset Protection</i></b>							
<b>EE</b>		<b>27 HR</b>		<b>40 HR</b>		<b>PERM</b>	<b>x</b> <b>DISABILITY</b>
<b><u>FUNCTIONS / RESPONSIBILITIES:</u></b>							
<p>To prevent shrinkage , protect company assets, enforce company rules and regulations, implement and maintain loss prevention procedures, control and supervise outsourced security personnel</p> <p><b>Prevent shrinkage</b></p> <ul style="list-style-type: none"> <li>• Monitor and observe the behaviour of staff and customers. Identify suspicious behaviour/actions and monitor and record these.</li> <li>• Prevent people from removing stock, money or company assets without authorisation.</li> <li>• Ensure that staff members adhere to laid down procedures in all departments.</li> <li>• Ensure that search procedures are correctly implemented.</li> <li>• Ensure that high risk counts are done daily</li> <li>• Drawing up of shrink action plans</li> <li>• Ensure vehicles and forklifts are maintained as per checklists</li> </ul> <p><b>Protect Company assets</b></p> <ul style="list-style-type: none"> <li>• Ensure the security of the building and perimeter.</li> <li>• Ensure that safety regulations and procedures are adhered to. Report any unsafe conditions/practices to management immediately.</li> <li>• Ensure that the security personnel (if applicable) know how to handle emergency procedures</li> <li>• Ensure that stock is secured at all times</li> </ul> <p><b>Enforce company rules and regulations</b></p> <ul style="list-style-type: none"> <li>• Report incidents and investigations to store management and outsourced security provider. Record incidents in the Occurrence Book.</li> <li>• Provide evidence for disciplinary hearings.</li> </ul> <p><b>Implement and maintain loss prevention procedures as per the Loss Prevention Office Manual</b></p> <ul style="list-style-type: none"> <li>• Complete and maintain Loss Prevention documentation.</li> <li>• Adhere to opening and closing procedures and follow the key control register procedure.</li> <li>• Ensure that Front End, refunds, banking, receiving and dispatch functions are adhered to.</li> <li>• Complete all Information Management reports.</li> <li>• Implement and adhere to the Loss Prevention checklist.</li> <li>• Ensure that MIMS is updated daily</li> </ul> <p><b>Control, supervise and train outsourced security personnel</b></p> <ul style="list-style-type: none"> <li>• Ensure that outsourced security personnel (if applicable) know what is expected of them and the related performance standards and that they perform their duties correctly</li> <li>• Ensure effective communication channels exist between self, team members, other departments and customers.</li> </ul> <p><b>Implement, monitor and maintain the Occupational Health and Safety Act in the business</b></p> <ul style="list-style-type: none"> <li>• Ensure that health and safety, first aid and firefighting training is implemented and up to date in conjunction with the Store Manager</li> <li>• Ensure that safety committees are in place and that Occupational Health and Safety regulations are adhered to.</li> <li>• Ensure that all the equipment meets the safety requirements and that all registers are correct and up to date</li> </ul>							

- Ensure that store meets the required audit requirements

**Requirements:**

- Minimum Matric / Grade 12 essential
- Tertiary qualification within Safety Management
- Proven knowledge and expertise within First Aid and fire fighting
- Sound managerial skills
- Computer literate on Ms Word, Excel (mastery level), Outlook, SAP, Back Office and Fico
- Sound administrative and risk management skills
- Excellent interpersonal communication and customer liaison skills
- A flexible assertive self-starter, able to work independently with good judgment skills
- Manage relationship with Head Office personnel and the centralized finance division
- Previous audit and investigation experience.
- Exposure to SAMTRAC / ASTRAC ideal
- Communication skills
- Computer skills
- Investigation skills
- Interpersonal Skills
- Attention to details
- Management skills

**Application closing date: 1 July 2020**

**Contact person for further information about this vacancy/forwarding of application:**

**Name:** *Luturchia Arends*

**Fax:**

**e-mail:** *Luturchia.arends@builders.co.za*



<b>Division/Company</b>	<b>Massbuild</b>						
<b>Store format / Brand / Site</b>	<b>Builders Express</b>						
<b>Department</b>	<b>Sales</b>						
<b>Location</b>	<b>Cresta</b>						
<b>Position</b>	<b>Inventory Controller</b>						
<b><i>Builders Express _ Sales _ Cresta _ Inventory Controller</i></b>							
<b>EE</b>		<b>27 HR</b>		<b>40 HR</b>		<b>PERM</b>	<b>x</b> <b>DISABILITY</b>
<b><u>FUNCTIONS / RESPONSIBILITIES:</u></b>							
<ul style="list-style-type: none"> <li>Place and print replenishment orders and distribute to Sales HOD for authorisation and ensure that they are vetted by Inventory HOD</li> <li>Amend any quantities as required once orders have been vetted and send them to suppliers and obtain telephonic confirmation</li> <li>Handle and resolve queries regarding orders, delivery dates, pricing and any areas related to stock replenishment</li> <li>Manage direct deliveries orders via Sales Manager responsible for Yard Dept.</li> <li>Monitor Auto Replenishment reports daily and liaise with Inventory HOD and action queries or amendments as required ensuring that stock is ordered according to space/storage limitations</li> <li>Monitor Service Levels for RPL vendors and Direct vendors</li> <li>Follow up on orders past due delivery date and check status of part/back orders and delete orders as authorised</li> <li>Monitor sales of promotional lines and where necessary obtain authorization to order additional stock</li> <li>Check displays for new lines and in liaison with Inventory HOD, ensure that initial orders for such lines are placed appropriately</li> <li>Monitor DISPO's and ensure the integrity of the information they contain and conduct regular floor walks to check stock levels</li> <li>Liaise with Inventory HOD and Sales Manager as relevant to ensure investigation and rectification of anomalies that have been identified</li> <li>Assist with resolution of store stock integrity issues and conduct necessary investigations</li> <li>Conduct high risk, negative stock and all stock counts as indicated by the Inventory HOD</li> <li>Assist with coordination and management of financial stock counts</li> <li>Set up regular appointments with supplier reps to discuss orders, deliveries and to verify stock integrity</li> <li>Regular reporting from BI and SAP with regards to service levels, negative margin, open orders, stock and sales, aged stock and any other ad-hoc reporting from BI &amp; SAP</li> <li>Prepare Stock &amp; Sales Report for Inventory HOD</li> <li>Maintain absolute confidentiality of company information, especially information that could be sensitive in terms of competition</li> <li>Keep confidential information security files, shred it when no longer in use</li> </ul>							
<b><u>Requirements:</u></b>							
<ul style="list-style-type: none"> <li>Matric</li> <li>Relevant diploma preferable</li> <li>3 years admin experience in retail environment</li> <li>Ensure customer / Member Centered Performance</li> <li>Ensure Execution and Achieve Results</li> <li>Ensure Planning and Improvement</li> <li>Build and Influence Team</li> <li>Adapt and Learn</li> <li>Network Internally and Externally</li> </ul>							
<b>Application closing date: 1 July 2020</b>							
<b>Contact person for further information about this vacancy/forwarding of application:</b>							
<b>Name:</b>	<b>Luturchia Arends</b>						
<b>Fax:</b>							
<b>e-mail:</b>	<b>Luturchia.arends@builders.co.za</b>						

Division/Company		Massbuild							
Store format / Brand / Site		Builders Express							
Department		Sales							
Location		Cresta							
Position		Inventory HOD							
Builders Express _ Sales _ Cresta _ Inventory HOD									
EE		27 HR		40 HR		PERM	x	DISABILITY	
FUNCTIONS / RESPONSIBILITIES:									
<ul style="list-style-type: none"><li>• Manage the store stock portfolio through ordering (manual and auto RPL), KVI (Key Value Items) and linked ranges, aged and discontinued stock</li><li>• Monitor sales per department, investigate non performing departments, identify causes of non-performance and take necessary action and corrective measures if stock related, to improve sales</li><li>• Monitor and report on margins to ensure that the business pricing is in line with competitors</li><li>• Liaise with Inventory Specialists on negative margin, departments where sales are down, promotional effectiveness and the store ranking in terms the chain, over and underperforming vendors/articles</li><li>• Identify possible solutions to improve sales as well as aged and discontinued stock to the relevant stakeholders and take necessary action to reduce provisions on those lines</li><li>• Report on number of Direct deliveries parked and ensure that follow ups are actioned</li><li>• Report on all advertised merchandise currently out of stock and action accordingly</li><li>• Ensure regular feedback sessions with Store Manager and Inventory Specialists on Key Performance Indicators</li><li>• Ensure daily counting of High Risk lines identified by the Store and stock discrepancies are correctly investigated and recounted and where necessary assist Asset Protection Manager with higher level investigations</li><li>• Plan and prepare for Ad Hoc Stock Takes through floor walks with relevant stakeholders to ensure that departments match the floor plan</li><li>• Follow process and procedures for stock takes and ensure stock adjustments required (including colourants and tints) are correctly authorized according to business rules and procedures due to the limits in authority for posting variances</li><li>• Ensure that write-offs and job lots are processed according to business rules and procedures</li><li>• Ensure adherence to audit trails and audit requirements for all areas of stock control are met and filed according to business requirements</li><li>• Discuss and agree with Store Manager and stock control team the process to follow with regard to conducting counts in the relevant departments and review findings and review findings on a weekly basis</li><li>• Conduct weekly reviews of stock control and counts to be completed with stock control team and Store Manager</li><li>• Discuss shrinkage management preventative actions with Shrink Committee</li><li>• Ensure relationship building with the Management Team and Sales Consultants to minimize out of stocks and over stocks</li><li>• Maintain healthy relationships with Suppliers which is beneficial to both parties</li><li>• Liaise with Buyers, Planners, and Merchandise controllers to ensure business stock needs are met</li><li>• Ensure optimum staffing levels are maintained</li><li>• Engage in Talent Management and develop Individual Development Plans to enable employee career plans</li><li>• Manage non-performance through performance process</li></ul>									
Requirements:									
<ul style="list-style-type: none"><li>• Matric</li><li>• Diploma in Purchasing and Logistics</li><li>• 3 years' experience in Purchasing and Logistics</li><li>• Stock Management or Warehousing experience</li><li>• SAP</li><li>• Computer Literacy</li><li>• Analytical abilities</li><li>• Attention to detail</li><li>• Planning and organizing skills</li><li>• People skills</li><li>• Excellent Verbal and Written Communication skills</li></ul>									

- Time management
- Negotiation Skills
- Customer Service

**Application closing date: 1 July 2020**

**Contact person for further information about this vacancy/forwarding of application:**

**Name:** *Luturchia Arends*

**Fax:**

**e-mail:** *Luturchia.arends@builders.co.za*

<b>Division/Company</b>		<b>Massbuild</b>					
<b>Store format / Brand / Site</b>		<b>Builders Express</b>					
<b>Department</b>		<b>Sales</b>					
<b>Location</b>		<b>Cresta</b>					
<b>Position</b>		<b>Sales Representative</b>					
<b><i>Builders Express _ Sales _ Cresta _ Sales Representative</i></b>							
<b>EE</b>		<b>27 HR</b>		<b>40 HR</b>		<b>PERM</b>	<b>x</b> <b>DISABILITY</b>
<b><u>Functions / responsibilities:</u></b>							
<b><u>Drive and develop customer relationships</u></b>							
<ul style="list-style-type: none"> <li>• Build professional relationships with key customers through regular visits and reviews in order to understand, anticipate and meet their needs</li> <li>• Plan and implement call cycles to ensure that appropriate time is spent in visits to service all existing customers regularly and also to recruit new/ potential customers</li> <li>• Ensure customer satisfaction by visiting customers regularly and being accessible to them as and when they require advice/information/query resolution</li> <li>• Visit contractors on site and establish their needs (including items not stocked and bulk items)</li> <li>• Recommend the correct quantities for the right applications, highlighting to customers current and upcoming promotions in order to attract orders</li> <li>• Update customers with new price lists and specials during visits</li> </ul>							
<b><u>Recruit, retain and grow new customers</u></b>							
<ul style="list-style-type: none"> <li>• Monitor and analyze customer deflections, contact lost customers to re-establish relationships and follow up on dormant accounts in order to analyze the growth of your customer base</li> <li>• Actively seek new business through cold canvassing, identifying and visiting new sites and following up on all leads</li> <li>• Establish needs of new customers and advise correct products for correct applications in order to satisfy these needs</li> <li>• Discuss with customers of the details and benefits of being an account customer (applicable discounts), of deposit accounts and contractor card options.</li> <li>• Obtain orders and ensure they are processed at store level and delivered on time</li> </ul>							
<b><u>Achieve sales and margin</u></b>							
<ul style="list-style-type: none"> <li>• Develop and implement action plans to achieve sales and gross profit budgets and targets agreed with the Store manager and Trade Manager</li> <li>• Ensure that customers are informed of products other than their usual purchases (Cross- selling) and where possible promote higher margin products to ensure balanced gross profit results</li> <li>• Analyse relevant BI reports on a regular basis to track sales and margin</li> </ul>							
<b><u>Liaise with suppliers, other key account managers and other departments</u></b>							
<ul style="list-style-type: none"> <li>• Contact and liaise with suppliers to agree on action to rectify any problems that arise on sites and ensure resolution</li> <li>• Liaise with the supplier to ensure availability special order items and agree on delivery after ensuring liaison with Store Manager, Trade Manager and Merchandise department.</li> <li>• Inform other key account managers when your customers are active in their areas and discuss customers' needs with them. Agree on action to meet customer needs and follow up to ensure implementation.</li> <li>• Liaise with merchandise, dispatch, receiving and replenishment department to ensure that customer needs are met</li> </ul>							
<b>Requirements:</b>							
<ul style="list-style-type: none"> <li>• Sales Experience – Minimum 3 years (exposure to Retail sector is advantageous)</li> <li>• Grade 12</li> <li>• Driver's License (Minimum Code 8)</li> <li>• Business Acumen</li> <li>• Commercial Studies</li> </ul>							

- Problem solving
- Self-driven
- Influence and negotiation skills
- Planning and organizing skills
- Sound interpersonal and communication skills and the ability to communicate at all levels (Oral and Written)
- Working with customers
- Clear understanding of sales and margins
- People and selling skills
- Good interaction with customers
- Computer Literate
- Good knowledge of products and their application
- Team oriented person, ability to work independently and meet deadlines
- Delegation skills

**Application closing date: 1 July 2020**

**Contact person for further information about this vacancy/forwarding of application:**

**Name:** *Luturchia Arends*

**Fax:**

**e-mail:** *Luturchia.arends@builders.co.za*

<b>Division/Company</b>	<b>Massbuild</b>								
<b>Store format / Brand / Site</b>	<b>Builders Express</b>								
<b>Department</b>	<b>Sales</b>								
<b>Location</b>	<b>Cresta</b>								
<b>Position</b>	<b>Sales HOD</b>								
<b>Builders Express _ Sales _ Cresta _ Sales HOD</b>									
EE		27 HR		40 HR		PERM	x	DISABILITY	
<p><b><u>Functions / responsibilities:</u></b></p> <p>To achieve relevant sales, growth and margin targets through effective implementation of strategic plans and management of the department.</p> <p><b>Implement strategy, policies and procedures</b></p> <ul style="list-style-type: none"> <li>• Ensure that you are always up to date on company strategy and that your department and team members always act in line with this strategy.</li> <li>• Implement plans agreed with the sales manager in line with strategy and review implementation of these plans regularly with the sales manager.</li> <li>• Ensure that you and your team members are up to date on all relevant company policies and procedures and follow up to ensure correct implementation of policies and procedures by your team.</li> </ul> <p><b>Financial and budgeting</b></p> <ul style="list-style-type: none"> <li>• Achieve agreed departmental budgets and targets obtained from your sales manager (sales, margin, cost/expenses ratio, stock loss results, and increase in promotional sales) through proactive management.</li> <li>• Implement controls and action plans agreed with your sales manager to ensure achievement of budgets and targets.</li> </ul> <p><b>Operational tasks</b></p> <ul style="list-style-type: none"> <li>• Implement and maintain all required operational standards (merchandising, ticketing, housekeeping, stock availability, service levels, pricing, promotional planning and execution, stock counts, staff dress codes, safety, customer service levels), as well as all company policies and procedures in your department.</li> <li>• Conduct regular floor walks and PDRs with your team members to identify success and action required for improvement of operational standards and implement actions arising out of these.</li> </ul> <p><b>Ensure market awareness</b></p> <ul style="list-style-type: none"> <li>• Do ongoing analysis of market trends, competitors and customer needs and initiate action agreed with the sales manager arising out of the analysis.</li> </ul> <p><b>Satisfy internal and external customers</b></p> <ul style="list-style-type: none"> <li>• Ensure customer service excellence in your department through making sure that your team members are trained, signed off, coached, motivated, performance managed and reinforced to provide excellent service and thorough product knowledge.</li> <li>• Be accessible to customers at all times, handling queries, requests and complaints effectively and efficiently, ensuring customer delight.</li> <li>• Build customer relationships by implementing plans agreed with your sales manager to meet customer needs.</li> </ul> <p><b>Staff Management</b></p> <ul style="list-style-type: none"> <li>• Ensure that the team structure is resourced by motivated and empowered staff and lead by sound performance management and transformational leadership practices</li> <li>• Engage in Talent Management</li> <li>• Develop Individual Development Plans to enable employee career plans</li> <li>• Manage non-performance through performance process</li> </ul>									
<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Grade 12</li> <li>• 2-3 years related experience at junior management level in a retail environment</li> </ul>									

- Retail Management qualification would be an advantage)
- Computer literate in MS Word, Excel and Outlook
- SAP + BI experience advantageous
- Strategy
- Influence and Communicate
- Judgment
- Planning and improvement
- Build Relationships
- Execution and Results
- Talent
- Adaptability
- Ethics and Compliance
- Customer/Member centred
- Ability to work under pressure
- High attention to detail
- Excellent communication skills

**Application closing date: 1 July 2020**

**Contact person for further information about this vacancy/forwarding of application:**

**Name:** *Luturchia Arends*

**Fax:**

**e-mail:** *Luturchia.arends@builders.co.za*

Division/Company		Massbuild							
Store format / Brand / Site		Builders Express							
Department		Operations							
Location		Cresta							
Position		Store Manager							
Builders Express _ Operations _ Cresta _ Store Manager									
EE	x	27 HR		40 HR		PERM	x	DISABILITY	
FUNCTIONS / RESPONSIBILITIES:									
Development of a store strategy in alignment to BEX strategy									
<ul style="list-style-type: none"><li>Analyze competitors and customer needs in the market that the store competes in and action resulting out of the analysis.</li><li>Ensure clear identification, clarification and implementation of store strategy and departmental strategies in line with company strategy, ensuring full understanding of these within teams.</li><li>Review implementation of strategy and take corrective action to address problems/ amend/ update action on strategic plans, as needed.</li><li>Enhance the company profile through participating in business forums and involvement in community projects and drive business development implementation of action plans to action customer recruitment and improve customer spend</li><li>Submit monthly reports on all relevant information to the Regional Operations Manager</li></ul>									
Achieve financial targets									
<ul style="list-style-type: none"><li>Achieve agreed financial budgets and targets through implementation of plans to achieve maximum profitability</li><li>Sales and margin plans, that pro- actively identify opportunities to improve sales and margins and re-actively address shortcomings to improve</li><li>Shrinkage control and obsolescence plans, that proactively have controls in place that reduce risk and reactively address shortcomings and opportunities</li><li>Expense control and personnel cost plans, including budget formulation</li><li>Achieve PBIT growth targets that ensure incentives are achieved</li><li>Ensure effective SRM reporting</li></ul>									
Create and maintain a high energy, customer-centric and service-oriented climate									
<ul style="list-style-type: none"><li>Drive the Builders Formula for success by ensuring action plans are put in place, communicated and driven effectively by all employees effectively</li><li>Drive an improvement in the stores annual BUA engagement survey score</li><li>Lead by example in demonstrating that customer service and customer satisfaction is of primary importance</li><li>Ensure that store is appropriately structured and staffed to achieve levels of customer service in line with strategy and promise to customers – ensure effective use of staff scheduling</li><li>Ensure managers have technical and leadership competence to effectively direct, guide, inspire and energise subordinates and are doing so</li><li>Ensure staff selected for positions are of the calibre to provide superior levels of performance and customer service – ensure objectivity and fairness in selection decisions</li><li>Ensure all staff are fully competent in the knowledge and skills required to perform their duties effectively and provide superior customer service</li></ul>									
Grow market share within the market the store operates									
<ul style="list-style-type: none"><li>Analyse customer footfall and develop plans to ensure sustainable growth</li><li>Analyse basket value and develop plans to ensure sustainable growth</li><li>Measure levels of customer satisfaction continuously</li><li>Ensure store is appropriately ranged and stocked – in terms of quantity and balance – to achieve sales objectives</li><li>Ensure staff are correctly trained and motivated to provide superior customer service</li><li>Conduct regular price surveys and ensure price competitiveness</li><li>Ensure key customers are identified and appropriately “managed” to maintain/increase their purchases and profitability</li><li>Ensure external representatives are effective in servicing existing customers and sourcing new customers</li><li>Keep abreast of developments/trends in local market and plan and execute activities to mitigate risks and exploit opportunities identified</li></ul>									
Management of people									



- Develop strategy that supports group goals of being the most attractive retailer to work through effective selection and recruitment, and meaningful development opportunities
- Ensure that the team structure is resourced by motivated and empowered staff and lead by sound performance management and transformational leadership practices
- Engage in robust Talent Management process to help identify career growth and succession
- Develop Individual Development Plans to enable employee career plans
- Ensure Career development discussion and plans are in place for all high flyers and that the necessary development is being driven.
- Manage non-performance through performance process
- Manage Team Delivery based on performance plans
- Foster team building
- Ensure optimum staffing levels are maintained

**Manage risk and compliance**

- Develop strategy that supports group goals of delivering a safe environment for both customers and staff
- Emergency planning and compliance
- Ensure all applicable laws, policies and rules are obeyed
- Ensure all role players have been trained and have a clear understanding of both Interpretation and application across all aspects of health and safety
- Ensure all emergency contingency plans are in place, known to staff and are practiced

**Requirements:**

- Grade 12 Essential
- Relevant tertiary qualification is preferable
- At least 5+ years related experience at Senior management level in a retail and hardware environment
- Excellent understanding of accounting principles and exposure to the retail building supply industry preferable
- Advanced PC Skills in all Microsoft packages (experience with SAP an added advantage)
- Ability to interpret and analyse retail trends to maximize profitability
- Ability to work independently
- Excellent Leadership abilities
- Experience in managing Business Processes and People
- Ability to enrol a team, and to create and drive a customer centric environment

**Application closing date: 1 July 2020**

**Contact person for further information about this vacancy/forwarding of application:**

**Name:** *Ruth Van Der Merwe*

**Fax:**

**e-mail:** *Ruth.Vandermerwe@builders.co.za*

<b>Division/Company</b>		<b>Massbuild</b>					
<b>Store format / Brand / Site</b>		<b>Builders Warehouse</b>					
<b>Department</b>		<b>Operations</b>					
<b>Location</b>		<b>Erasmus Park</b>					
<b>Position</b>		<b>Administrator Operations</b>					
<b><i>Builders Warehouse _ Operations _ Erasmus Park _ Administrator Operations</i></b>							
<b>EE</b>		<b>27 HR</b>		<b>40 HR</b>		<b>PERM</b>	<b>x</b> <b>DISABILITY</b>
<b><u>FUNCTIONS / RESPONSIBILITIES:</u></b>							
<p><b>Provide general administration assistance in banking and frontline</b></p> <ul style="list-style-type: none"> <li>• Provide assistance with the implementation of administrative policies and procedures in frontline and banking, ensuring that daily documentation flow and filing are correctly maintained and up to date.</li> <li>• Follow up on all areas and conduct double-checks to ensure accurate and timely completion of work.</li> <li>• Process and resolve administrative and customer queries and escalate where necessary</li> <li>• Compile reports and ensure that all admin month end deadlines are met and that all general admin is signed off at month end</li> </ul> <p><b>Control general administration of assets and office equipment</b></p> <ul style="list-style-type: none"> <li>• Provide assistance with the implementation of administrative policies and procedures in relation to assets and office equipment</li> <li>• Co-ordinate office equipment contracts, including repair and maintenance</li> <li>• Provide assistance in managing the branch fixed assets register, following the correct procedures and keeping it up to date</li> </ul> <p><b>Provide assistance with solving queries from Goods Receiving</b></p> <ul style="list-style-type: none"> <li>• Provide assistance with solving Goods Receiving queries, adhering to all receiving policies and procedures</li> <li>• Attend to outstanding creditors' queries in liaison with receiving, the admin manager and Head Office and forward all PODs and creditors' documents to Head Office daily</li> </ul> <p><b>Provide assistance with sundry purchases</b></p> <ul style="list-style-type: none"> <li>• Ensure requisitions and requests for sundry purchases are completed, comply with department budget requirements and ensure that all sundry purchases are authorised by the admin manager according to the correct procedures</li> </ul> <p><b>Provide assistance with debtors' applications, as required</b></p> <ul style="list-style-type: none"> <li>• Provide assistance with the implementation of administrative policies and procedures relating to debtors' applications, as required</li> </ul>							
<b><u>Requirements:</u></b>							
<ul style="list-style-type: none"> <li>• Matric</li> <li>• At least 2 years' experience in similar administrative/customer service position</li> <li>• Good knowledge of MS Office suite of programmes</li> <li>• Strengthen Reputation and Local Involvement</li> <li>• Ensure customer / Member Centered Performance</li> <li>• Ensure Execution and Achieve Results</li> <li>• Ensure Planning and Improvement</li> <li>• Apply sound judgement</li> <li>• Well-developed interpersonal skills</li> <li>• Ability to influence</li> </ul>							
<b>Application closing date: 1 July 2020</b>							
<b>Contact person for further information about this vacancy/forwarding of application:</b>							
<b>Name:</b>	<b>Luturchia Arends</b>						
<b>Fax:</b>							
<b>e-mail:</b>	<b>Luturchia.arends@builders.co.za</b>						

<b>Division/Company</b>	<b>Massbuild</b>						
<b>Store format / Brand / Site</b>	<b>Builders Warehouse</b>						
<b>Department</b>	<b>Administration</b>						
<b>Location</b>	<b>Erasmus Park</b>						
<b>Position</b>	<b>Admin Manager</b>						
<b><i>Builders Warehouse _ Administration _ Erasmus Park _ Admin Manager</i></b>							
<b>EE</b>		<b>27 HR</b>		<b>40 HR</b>		<b>PERM</b>	<b>x</b> <b>DISABILITY</b>
<p>Our Admin Managers help fulfil our vision of saving people money so they can live better through their teams. It's a big job that requires leadership and in-depth knowledge of our stores. The Admin Managers are tasked with effectively controlling all of the Administrative activities relating to Store Operations through efficient management of the core activities of admin within the framework of maximizing profit while minimizing costs and adhering to the norm of the companies standards timeously. We look for individuals with great communication, organizational, financial and people skills.</p> <p><b><u>Job specifications/responsibilities:</u></b></p> <p><b>People &amp; Service:</b></p> <ul style="list-style-type: none"> <li>• Drive a Customer-Centric culture.</li> <li>• Execute our leadership values through daily job functions.</li> <li>• Select, train &amp; motivate an operations team that strives on excellence in order to achieve the required standards in all areas.</li> <li>• Customer Service Management is a key focus for the Admin Manager – ensuring that the customer service centre is run as efficiently as possible to the benefit of Game and the Customer</li> </ul> <p><b>Sales and Cash Management:</b></p> <ul style="list-style-type: none"> <li>• Responsible for ensuring correct cash banking and void control procedures are adhered to.</li> <li>• Controlling of Overs and Unders on a weekly basis.</li> <li>• Provide financial forecasts in a report format for the profit/loss information</li> </ul> <p><b>Stock &amp; Merchandise:</b></p> <ul style="list-style-type: none"> <li>• Responsible for control of paperwork in the distribution area both, receiving, dispatch and stockroom areas.</li> <li>• Ensure through the Distribution Manager that all goods entering and leaving distribution have the correct documentation and that the correct quantities are received dispatched and the necessary signatures are obtained</li> </ul> <p><b>Administration &amp; Compliance:</b></p> <ul style="list-style-type: none"> <li>• Risk Management including working with the Store Manager to ensure compliance with appropriate laws and regulations in the facility. Performs audits to assess compliance levels</li> <li>• Ensure that all security systems are implemented &amp; efficiently maintained.</li> <li>• Manage training/HR/IR issues.</li> </ul>							
<b><u>Requirements:</u></b>							
<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>• Matric / Grade 12</li> <li>• Tertiary education Degree/Diploma in Retail</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• 3 years' retail experience in a store operations management position</li> <li>• Competent in Financial Analysis and P&amp;L knowledge</li> <li>• Computer literacy is essential with relevant IT and systems knowledge.</li> </ul>							
<b>Application closing date: 1 July 2020</b>							
<b>Contact person for further information about this vacancy/forwarding of application:</b>							
<b>Name:</b>	<b>Luturchia Arends</b>						
<b>Fax:</b>							
<b>e-mail:</b>	<b>Luturchia.arends@builders.co.za</b>						

Division/Company		Massbuild							
Store format / Brand / Site		Builders Warehouse							
Department		Operations							
Location		Erasmus Park							
Position		Department Manager Receiving							
Builders Warehouse _ Operations _ Erasmus Park _ Department Manager Receiving									
EE		27 HR		40 HR		PERM	x	DISABILITY	
FUNCTIONS / RESPONSIBILITIES:									
Manage receiving processes									
<ul style="list-style-type: none"><li>Control booking in &amp; receiving procedures for ALL deliveries, including normal vendors, courier deliveries, STOs, direct deliveries, special orders &amp; manual booking in when the system is off-line.</li><li>Ensure that stock received is accompanied by a Tax Invoice or a delivery note and is packed by vendor per invoice/blind count sheet</li><li>Ensure that any stock receiving discrepancies are dealt with as per the receiving process.</li></ul>									
Ensure movement of stock to sales floor									
<ul style="list-style-type: none"><li>Ensure that driver has signed blind count sheet, proof of delivery (POD), delivery refusal document when required and that correct stamp is utilized for this purpose</li><li>Ensure that waybill is stamped and any damages or tampering of boxes is documented on waybill</li><li>Liaise with the Sales Manager and DM's regarding the 2<sup>nd</sup> check of stock and the movement of stock to the sales floor area from the receiving area.</li></ul>									
Manage stock transfer orders (STO's)									
<ul style="list-style-type: none"><li>Ensure that all STOs are processed as per the STO policy.</li><li>Ensure that STO discrepancies are dealt with and resolved as per the STO policy.</li><li>Ensure that an STO file with the copies of STO documentation is maintained in model office</li><li>Ensure that all STO documentation is verified to the SMS report for stock sent &amp; received daily</li><li>Check the stock in transit report daily &amp; follow up on outstanding STOs.</li><li>Ensure that stock is dispatched / received correctly on a delivery note.</li></ul>									
Manage returns to vendor and other queries									
<ul style="list-style-type: none"><li>Ensure that vendor returns notes are ONLY created by LIV clerk/returns clerk when the vendor is present in store to collect stock and not prior to vendor being in store</li><li>Liaise with the Replenishment Manager on a regular basis regarding vendors that have not collected returns</li><li>Ensure that Vendor Rep process is followed in receiving. Replenishment Manager must get vendor rep call card detailing returns for vendor in S002</li><li>Ensure that vendor signs all returns notes before leaving store</li><li>Ensure that all Supplier pallets are processed on SAP and physically returned to relevant suppliers</li><li>Ensure that timely return of stock to vendors is processed by Returns Clerk</li><li>Ensure that correct procedure is followed for store stock repairs</li></ul>									
Staff Management									
<ul style="list-style-type: none"><li>Ensure that the team structure is resourced by motivated &amp; empowered staff &amp; lead by sound performance management &amp; transformational leadership practices</li><li>Engage in Talent Management</li><li>Develop Individual Development Plans to enable employee career plans</li><li>Manage non-performance through performance process</li><li>Manage Team Delivery based on performance plans</li><li>Foster team building</li></ul>									

- Ensure that the training, development and motivation of staff in the department is implemented as well as coach and mentor junior staff to ensure that all staff are encouraged to maximize their capability and contribution

**Requirements:**

- Grade 12 / Matric essential
- 2-3 years practical experience in a receiving environment
- Knowledge of receiving and returns procedures in a retail environment
- Product knowledge essential
- Computer literate in all MS Office Packages
- Management experience essential in managing business processes and people
- Excellent interpersonal / communication skills
- Ability to work under pressure
- Excellent attention to detail
- Team Player
- Must have good attention to detail
- Good numerical ability
- Good Interpersonal Skills
- Good verbal and written communication

**Application closing date: 1 July 2020**

**Contact person for further information about this vacancy/forwarding of application:**

**Name:** Luturchia Arends

**Fax:**

**e-mail:** [Luturchia.arends@builders.co.za](mailto:Luturchia.arends@builders.co.za)

Division/Company		Massbuild					
Store format / Brand / Site		Builders Warehouse					
Department		Sales					
Location		Erasmus Park					
Position		Department Manager Retail Sales X4					
<b>Builders Warehouse _ Sales _ Erasmus Park _ Department Manager Retail Sales X4</b>							
EE		27 HR		40 HR		PERM	x DISABILITY
<p><b><u>Functions / responsibilities:</u></b></p> <p><b><u>Implement strategies, sales and procedures</u></b></p> <ul style="list-style-type: none"> <li>Ensure that you are always up to date on company strategy and that your department and team members always act in line with this strategy.</li> <li>Contribute to the formulation and effective implementation of your department's strategy together with your sales manager and team.</li> <li>Ensure full understanding and correct implementation of the strategy in your team.</li> <li>Implement plans agreed with the sales manager in line with strategy and review implementation of these plans regularly with the sales manager.</li> </ul> <p><b><u>Financial budgeting</u></b></p> <ul style="list-style-type: none"> <li>Ensure that you are always up to date on company strategy and that your department and team members always act in line with this strategy.</li> <li>Contribute to the formulation and effective implementation of your department's strategy together with your sales manager and team.</li> <li>Ensure full understanding and correct implementation of the strategy in your team.</li> <li>Implement plans agreed with the sales manager in line with strategy and review implementation of these plans regularly with the sales manager.</li> </ul> <p><b><u>Operational task</u></b></p> <ul style="list-style-type: none"> <li>Implement and maintain all required operational standards (merchandising, ticketing, housekeeping, stock availability, service levels, pricing, promotional planning and execution, stock counts, staff dress codes, safety, customer service levels), as well as all company policies and procedures in your department.</li> <li>Conduct regular floor walks and PDRs with your team members to identify success and action required for improvement of operational standards and implement actions arising out of these.</li> </ul> <p><b><u>Satisfy internal and external customers</u></b></p> <ul style="list-style-type: none"> <li>Ensure customer service excellence in your department through making sure that your team members are trained, signed off, coached, motivated, performance managed and reinforced to provide excellent service and thorough product knowledge.</li> <li>Be accessible to customers at all times, handling queries, requests and complaints effectively and efficiently, ensuring customer delight.</li> <li>Build customer relationships by implementing plans agreed with your sales manager to meet customer needs.</li> <li>Monitor and review the plans monthly with your sales manager.</li> <li>Build supplier relationships aimed at enhancing service levels.</li> </ul> <p><b><u>Staff Management</u></b></p> <ul style="list-style-type: none"> <li>Ensure that the team structure is resourced by motivated and empowered staff and lead by sound performance management and transformational leadership practices</li> <li>Engage in Talent Management</li> <li>Develop Individual Development Plans to enable employee career plans</li> <li>Manage non-performance through performance process</li> <li>Manage Team Delivery based on performance plans</li> <li>Foster team building</li> <li>Ensure optimum staffing levels are maintained</li> </ul> <p><b><u>Requirements:</u></b></p> <ul style="list-style-type: none"> <li>2-3 years related experience at junior management level in a retail environment</li> </ul>							

- Grade 12
- Retail Management qualification would be an advantage)
- Computer literate in MS Word, Excel and Outlook
- SAP + BI experience advantageous
- Strategy
- Influence and Communicate
- Judgment
- Planning and improvement
- Build Relationships
- Execution and Results
- Excellent leadership abilities

**Application closing date: 1 July 2020**

**Contact person for further information about this vacancy/forwarding of application:**

**Name:** *Luturchia Arends*

**Fax:**

**e-mail:** *Luturchia.arends@builders.co.za*

Division/Company		Massbuild					
Store format / Brand / Site		Builders Warehouse					
Department		Sales					
Location		Erasmus Park					
Position		Department Manger Trade					
<b><i>Builders Warehouse _ Sales _ Erasmus Park _ Department Manger Trade</i></b>							
EE		27 HR		40 HR		PERM	x DISABILITY
<p><b><u>Functions / responsibilities:</u></b></p> <p><b><u>Implement strategies, sales and procedures</u></b></p> <ul style="list-style-type: none"> <li>Ensure that you are always up to date on company strategy and that your department and team members always act in line with this strategy.</li> <li>Contribute to the formulation and effective implementation of your department's strategy together with your sales manager and team.</li> <li>Ensure full understanding and correct implementation of the strategy in your team.</li> <li>Implement plans agreed with the sales manager in line with strategy and review implementation of these plans regularly with the sales manager.</li> </ul> <p><b><u>Financial budgeting</u></b></p> <ul style="list-style-type: none"> <li>Ensure that you are always up to date on company strategy and that your department and team members always act in line with this strategy.</li> <li>Contribute to the formulation and effective implementation of your department's strategy together with your sales manager and team.</li> <li>Ensure full understanding and correct implementation of the strategy in your team.</li> <li>Implement plans agreed with the sales manager in line with strategy and review implementation of these plans regularly with the sales manager.</li> </ul> <p><b><u>Operational task</u></b></p> <ul style="list-style-type: none"> <li>Implement and maintain all required operational standards (merchandising, ticketing, housekeeping, stock availability, service levels, pricing, promotional planning and execution, stock counts, staff dress codes, safety, customer service levels), as well as all company policies and procedures in your department.</li> <li>Conduct regular floor walks and PDRs with your team members to identify success and action required for improvement of operational standards and implement actions arising out of these.</li> </ul> <p><b><u>Satisfy internal and external customers</u></b></p> <ul style="list-style-type: none"> <li>Ensure customer service excellence in your department through making sure that your team members are trained, signed off, coached, motivated, performance managed and reinforced to provide excellent service and thorough product knowledge.</li> <li>Be accessible to customers at all times, handling queries, requests and complaints effectively and efficiently, ensuring customer delight.</li> <li>Build customer relationships by implementing plans agreed with your sales manager to meet customer needs.</li> <li>Monitor and review the plans monthly with your sales manager.</li> <li>Build supplier relationships aimed at enhancing service levels.</li> </ul> <p><b><u>Staff Management</u></b></p> <ul style="list-style-type: none"> <li>Ensure that the team structure is resourced by motivated and empowered staff and lead by sound performance management and transformational leadership practices</li> <li>Engage in Talent Management</li> <li>Develop Individual Development Plans to enable employee career plans</li> <li>Manage non-performance through performance process</li> <li>Manage Team Delivery based on performance plans</li> <li>Foster team building</li> <li>Ensure optimum staffing levels are maintained</li> </ul> <p><b><u>Requirements:</u></b></p> <ul style="list-style-type: none"> <li>2-3 years related experience at junior management level in a retail environment</li> </ul>							



- Grade 12
- Retail Management qualification would be an advantage)
- Computer literate in MS Word, Excel and Outlook
- SAP + BI experience advantageous
- Strategy
- Influence and Communicate
- Judgment
- Planning and improvement
- Build Relationships
- Execution and Results
- Excellent leadership abilities

**Application closing date: 1 July 2020**

**Contact person for further information about this vacancy/forwarding of application:**

**Name:** *Luturchia Arends*

**Fax:**

**e-mail:** *Luturchia.arends@builders.co.za*

Division/Company		Massbuild							
Store format / Brand / Site		Builders Warehouse							
Department		HR							
Location		Erasmus Park							
Position		Human Resources Manager							
Builders Warehouse _ HR _ Erasmus Park _ Human Resources Manager									
EE		27 HR		40 HR		PERM	x	DISABILITY	
<b><u>Functions / responsibilities:</u></b>									
To execute the Business Unit HR Strategy in line with the Organisational Strategy, and thereby ensuring the successful execution of Key HR Deliverables									
<b><u>Execution of HR Strategy</u></b>									
<ul style="list-style-type: none"><li>• Integrate Massbuild HR Strategy with Store Strategy</li><li>• Develop action plans to deliver on Strategy</li><li>• Ensure effective execution of action plans</li><li>• Adhere to the HR process document</li></ul>									
<b><u>Recruitment and selection</u></b>									
<ul style="list-style-type: none"><li>• Ensure effective recruitment of Junior/Supervisory Management and non-management employees</li><li>• Ensure the pre and post-employment administrative component processing of all recruits</li><li>• Analyse labour market trends</li><li>• Evaluate Talent Sources</li><li>• Analyse success rate with regards to placements and make recommendations for future placements</li><li>• Analyse labour turnover data for forecasting recruitment requirements</li><li>• Ensure recruitment is in line with business Employment Equity Plan.</li><li>• Drive the Permanent Part Timers Recruitment strategy in store effectively</li><li>• Ensure an active Permanent Part Timer Database is available, updated and maintained to allow effective recruitment into the stores Permanent Part Timer talent pipeline.</li></ul>									
<b><u>Learning and Development</u></b>									
<ul style="list-style-type: none"><li>• Identify Talent/Succession candidates, through consultation in the Store and through the Talent process</li><li>• Ensure the execution of the identified developmental/learning/training interventions for the Talent pool and assess progress of interventions on a quarterly basis.</li><li>• Execute Talent Pipeline methodology</li><li>• Coach Line Management surrounding the importance, benefits and compilation of IDP's and career development for all staff</li><li>• Ensure quarterly monitoring of management Individual development plans</li><li>• Monitor the progress of Learner ships, Graduates and Development Program</li><li>• Ensure all employees attend Induction training</li><li>• Drive adherence to 15 minute on the floor training every day</li><li>• Drive and monitor employee progress through GPKS program.</li><li>• Conduct training on Labor scheduling and emphasis the importance thereof.</li><li>• Ensure that Labour scheduling is taking place in store as per the above training.</li><li>• Plan and compile the annual training calendar for the store strategically</li></ul>									
<b><u>Performance coaching</u></b>									
<ul style="list-style-type: none"><li>• Coach Line Management surrounding the importance and benefit of Job descriptions to determine expectations performance evaluations</li><li>• Ensure that Line Managers follow through on IDP's and drive culture of self-development amongst Management staff</li><li>• Ensure Career Development discussions are held with stores Talent.</li><li>• Ensure bi-annual monitoring of IPDs and Career Discussions to determine movement on goals/objectives</li><li>• Coach Line Management surrounding the importance and benefit of daily Plan Do Review (PDR) and Target Book tools</li></ul>									

<b>HR Performance indicators and budgeting</b> <ul style="list-style-type: none"> <li>• Compile and interpret all reports i.e. FTE's, Productivity, Salary % to Sales, Gross Margin Return on Labour (GMROL), etc</li> <li>• Initiate and drive strategies to address areas for improvement, and to maintain and further develop areas of strength</li> <li>• Compile and motivate an HR budget in conjunction with Branch Management incorporating strategic and business requirements.</li> <li>• Ensure management of effective execution of the payroll process</li> <li>• Ensure management of leave process in line with Policy and procedures of the business</li> </ul>	
<b>People &amp; Service:</b> <ul style="list-style-type: none"> <li>• Drive a Customer-Centric culture.</li> <li>• Execute our leadership values through daily job functions.</li> <li>• Select, train &amp; motivate an operations team that strives on excellence in order to achieve the required standards in all areas.</li> <li>• Customer Service Management is a key focus for the Admin Manager – ensuring that the customer service center is run as efficiently as possible to the benefit of Game and the Customer</li> </ul>	
<b>Requirements:</b> <ul style="list-style-type: none"> <li>• 3 Year National Diploma or HR Degree</li> <li>• 2 – 5 years' experience in HR</li> <li>• Understanding and knowledge of respective legislation:</li> <li>• Commission for Occupational Injuries and Diseases Act (COIDA)</li> <li>• Basic Conditions of Employment Act (BCEA)</li> <li>• Sectorial Determination Act (SDA)</li> <li>• Labour Relations Act (LRA)</li> <li>• Employment Equity Act (EEA)</li> <li>• Skills Development Act (SDA)</li> <li>• Unemployment Insurance Fund (UIF)</li> <li>• Understanding and knowledge of respective HR Policies, procedures and processes.</li> </ul>	
<b>Application closing date: 1 July 2020</b>	
<b>Contact person for further information about this vacancy/forwarding of application:</b>	
<b>Name:</b>	<b>Luturchia Arends</b>
<b>Fax:</b>	
<b>e-mail:</b>	<b>Luturchia.arends@builders.co.za</b>

Division/Company		Massbuild							
Store format / Brand / Site		Builders Warehouse							
Department		Merchandise							
Location		Erasmus Park							
Position		Inventory Manager							
Builders Warehouse _ Merchandise _ Erasmus Park _ Inventory Manager									
EE		27 HR		40 HR		PERM	x	DISABILITY	

To manage the entire store stock portfolio in terms of inventory.

**FUNCTIONS / RESPONSIBILITIES:**

**Operational Task**

- Manage the store stock portfolio through ordering (manual and auto RPL), KVI (Key Value Items) and linked ranges, aged and discontinued stock
- Monitor sales per department, investigate non performing departments, identify causes of non-performance and take necessary action and corrective measures if stock related, to improve sales
- Actively manage and action low stock levels through daily floor walks
- Manage margins to increase basket and feet
- Manage in stocks and Ad Hoc orders for all national and regional promotions
- Manage the weekly GAP SCAN process
- Ensure that the stores CHAT to us system is operational and that orders are placed for customers and the necessary follow is concluded for customers to collect the goods
- Implement head office instructions with regard to stock management regarding aged and discontinued lines
- Work with space planning team with particular reference to planograms to assist in identifying out of stock articles, onboarding of new products and exit strategies for non performing product

**Reporting**

- Monitor and report on margins to ensure that the business pricing is in line with competitors
- Liaise with Inventory Specialists on negative margin, departments where sales are down, promotional effectiveness and the store ranking in terms the chain, over and underperforming vendors/articles
- Identify possible solutions to improve sales as well as aged and discontinued stock to the relevant stakeholders and take necessary action to reduce provisions on those lines
- Report on number of Direct deliveries parked and ensure that follow ups are actioned
- Report on all advertised merchandise currently out of stock and action accordingly
- Ensure regular feedback sessions with Store Manager and Inventory Specialists on Key Performance Indicator

**Manage Stock control function**

- Ensure daily counting of High Risk lines identified by the Store and stock discrepancies are correctly investigated and recounted and where necessary assist Asset Protection Manager with higher level investigations
- Plan and prepare for Ad Hoc Stock Takes through floor walks with relevant stakeholders to ensure that departments match the floor plan
- Follow process and procedures for stock takes and ensure stock adjustments required (including colourants and tints) are correctly authorized according to business rules and procedures due to the limits in authority for posting variances
- Ensure that write-offs and job lots are processed according to business rules and procedures
- Ensure adherence to audit trails and audit requirements for all areas of stock control are met and filed according to business requirements
- Discuss and agree with Store Manager and stock control team the process to follow with regard to conducting counts in the relevant departments and review findings and review findings on a weekly basis
- Conduct weekly reviews of stock control and counts to be completed with stock control team and Branch Manager
- Ensure the control of scanners through the Implementation of a scanner control register for Stock Take - annually

**Relationships and engagements:**

- Ensure relationship building with the Management Team and Sales Consultants to minimize out of stocks and over stocks

- Encourage feedback from various stakeholders within the store in order to optimize stock rotation
- Maintain healthy relationships with Suppliers which is beneficial to both parties
- Liaise with Buyers, Planners, and Merchandise controllers to ensure business stock needs are met

**People & Service:**

- Drive a Customer-Centric culture.
- Execute our leadership values through daily job functions.
- Select, train & motivate an operations team that strives on excellence in order to achieve the required standards in all areas.
- Customer Service Management is a key focus for the Admin Manager – ensuring that the customer service centre is run as efficiently as possible to the benefit of Game and the Customers

**Requirements:**

**Qualification and experience:**

- Matric
- Diploma in Purchasing and Logistics
- 5 years' experience in Purchasing and Logistics
- Stock Management or Warehousing experience
- SAP
- Computer Literacy
- Analytical abilities
- Attention to detail
- Planning and organizing skills
- People skills
- Excellent Verbal and Written Communication skills
- Time management
- Negotiation Skills understanding and knowledge of receiving and returns systems and procedures

**Application closing date: 1 July 2020**

**Contact person for further information about this vacancy/forwarding of application:**

**Name:** *Luturchia Arends*

**Fax:**

**e-mail:** *Luturchia.arends@builders.co.za*

Division/Company		Massbuild						
Store format / Brand / Site		Builders Warehouse						
Department		Administration						
Location		Erasmus Park						
Position		Money Centre Agent						
Builders Warehouse _ Administration _ Erasmus Park _ Money Centre Agent								
EE		27 HR		40 HR flexi + benefits	x	PERM		DISABILITY

**FUNCTIONS / RESPONSIBILITIES:**

To drive the profitability of financial services in the stores, service to trade customers whilst maintaining the goodwill of customers.

**Service Money Centre customers**

- Man the money centre to ensure availability for customer engagement and identify opportunities to engage with customers in relation to the financial services product portfolio
- Greet all customers at the Money Centre counter in a friendly manner
- Keep up to date with all Financial Services products and VAS products in order to respond to customer queries or requests for information
- Process various payment types for various product offerings (eg. tickets, lotto, coupons etc.) for customers in a professional and efficient manner
- Manage float at the Money Centre counter according to all policies and procedures

**Financial Services Portfolio Sales**

- Conduct customer interviews for opening of new accounts for Real People and RCS cards
- Liaise with Real People and RCS with regards approval of loans for new and existing customers
- Complete / capture the relevant product application information correctly onto the system
- Record, follow up, resolve and/or escalate customer (internal & external) queries pertaining to Financial Services products
- Adhere to sales targets set by the Regional Financial Services Manager against which performance will be evaluated
- Be aware of in-store promotions and look for opportunity to leverage financial services product sales from such promotions
- Share product knowledge with sales staff in respect of different financial services products offered, specifically on Home Improvement Loans and Builders Card

**Administration**

- Keep filing and record keeping up to date
- Provide feedback on product performance and customer queries to Regional Financial Services Manager as and when required
- Carry out ad hoc administration and other duties as required by the Frontline manager
- Ensure sufficient product stationary is available at all times
- Maintain clean and orderly working area
- Ensuring any system queries or accessibility problems are reported to the Front End Manager timeously

**Requirements:**

- Grade 12
- 2 years' experience in a similar environment
- Strengthen Reputation & Local Involvement
- Ensure customer / Member Centered Performance
- Ensure Execution & Achieve Results
- Ensure Planning & Improvement
- Build & Influence Team
- Adapt & Learn
- Manage and Leverage Talent
- Train & Develop Talent
- Network Internally and Externally

Application closing date: 1 July 2020	
Contact person for further information about this vacancy/forwarding of application:	
<b>Name:</b>	<i>Luturchia Arends</i>
<b>Fax:</b>	
<b>e-mail:</b>	<i>Luturchia.arends@builders.co.za</i>

<b>Division/Company</b>	<b>Massbuild</b>						
<b>Store format / Brand / Site</b>	<b>Builders Warehouse</b>						
<b>Department</b>	<b>Sales</b>						
<b>Location</b>	<b>Erasmus Park</b>						
<b>Position</b>	<b>Sales Manager Retail</b>						
<b><i>Builders Warehouse _ Sales _ Erasmus Park _ Sales Manager Retail</i></b>							
<b>EE</b>		<b>27 HR</b>		<b>40 HR</b>		<b>PERM</b>	<b>x</b> <b>DISABILITY</b>
<b><u>FUNCTIONS / RESPONSIBILITIES:</u></b>							
<b><u>Implement strategy, policies and procedures</u></b>							
<ul style="list-style-type: none"> <li>• Ensure that you have an ongoing understanding of company strategy, policies and procedures. Drive and implement policies and procedures.</li> <li>• Ensure that that up to date policies and procedures are communicated to, fully understood by and correctly executed by your team members and that they always act in line with company strategy.</li> <li>• Contribute to the formulation and effective execution of store strategy. Identify, clarify and execute your own departmental strategy in line with the store strategy in communication with your stakeholders. Ensure full understanding and correct implementation of the strategy in your team.</li> <li>• Formulate, implement, control and regularly review tactical plans in line with store and departmental strategy</li> </ul>							
<b><u>Financials and budgeting</u></b>							
<ul style="list-style-type: none"> <li>• Achieve agreed financial budgets, targets, indicators and productivity measures for the store through proactive management.</li> <li>• Monitor and ensure execution of action plans to address all variances against budget and maximize profitability</li> </ul>							
<b><u>Operational Task</u></b>							
<ul style="list-style-type: none"> <li>• Oversee implementation and maintenance of all required operational and other standards (merchandising, ticketing, housekeeping, stock availability, service levels, care for stock, stock profiles, pricing, promotional planning and execution, staff dress codes, safety, customer service levels), as well as all company policies and procedures.</li> <li>• Conduct regular floor walks and PDRs with your team members to identify success and action required for improvement of operational standards and implement action arising out of these</li> <li>• Ensure that areas contained in appropriate checklists are correctly manager and the required standards adhered to</li> </ul>							
<b><u>Ensure market awareness and customer delight</u></b>							
<ul style="list-style-type: none"> <li>• Ensure that you and your DM's do ongoing research of market trends, competitors and customer needs.</li> <li>• Analyse and initiate action arising out of the analysis.</li> <li>• Ensure customer delight in your departments, making sure that sales team members are trained, signed off, coached, motivated, performance managed and reinforced to provide excellent service and thorough product knowledge.</li> <li>• Be accessible to customers at all times, handling queries, requests and complaints effectively and efficiently.</li> <li>• Build customer relationships by formulating, implementing and regularly reviewing plans to meet customer needs.</li> <li>• Monitor and analyze customer feedback, needs and trends (including through customer service surveys) and initiate appropriate corrective/ proactive actions arising from these.</li> <li>• Ensure effective customer service levels and productivity in your departments through appropriate labour scheduling.</li> </ul>							
<b><u>People &amp; Service:</u></b>							
<ul style="list-style-type: none"> <li>• Drive a Customer-Centric culture.</li> <li>• Execute our leadership values through daily job functions.</li> <li>• Select, train &amp; motivate an operations team that strives on excellence in order to achieve the required standards in all areas.</li> <li>• Customer Service Management is a key focus for the Admin Manager – ensuring that the customer service center is run as efficiently as possible to the benefit of Game and the Customer</li> </ul>							
<b><u>Requirements:</u></b>							
<ul style="list-style-type: none"> <li>• <b>Qualification and Experience:</b></li> </ul>							



- Matric / Grade 12
- Tertiary education Degree/Diploma in Retail
- 3 years' retail experience in a store operations management position
- Competent in Financial Analysis and P&L knowledge
- Computer literacy is essential with relevant IT and systems knowledge

**Application closing date: 1 July 2020**

**Contact person for further information about this vacancy/forwarding of application:**

**Name:** *Luturchia Arends*

**Fax:**

**e-mail:** *Luturchia.arends@builders.co.za*

<b>Division/Company</b>	<b>Massbuild</b>						
<b>Store format / Brand / Site</b>	<b>Builders Warehouse</b>						
<b>Department</b>	<b>Sales</b>						
<b>Location</b>	<b>Erasmus Park</b>						
<b>Position</b>	<b>Sales Representative</b>						
<b><i>Builders Warehouse _ Sales _ Erasmus Park _ Sales Representative</i></b>							
<b>EE</b>		<b>27 HR</b>		<b>40 HR</b>		<b>PERM</b>	<b>x</b> <b>DISABILITY</b>
<b><u>FUNCTIONS / RESPONSIBILITIES:</u></b>							
<b><u>Drive and develop customer relationships</u></b>							
<ul style="list-style-type: none"> <li>• Build professional relationships with key customers through regular visits and reviews in order to understand, anticipate and meet their needs</li> <li>• Plan and implement call cycles to ensure that appropriate time is spent in visits to service all existing customers regularly and also to recruit new/ potential customers</li> <li>• Ensure customer satisfaction by visiting customers regularly and being accessible to them as and when they require advice/information/query resolution</li> <li>• Visit contractors on site and establish their needs (including items not stocked and bulk items)</li> <li>• Recommend the correct quantities for the right applications, highlighting to customers current and upcoming promotions in order to attract orders</li> <li>• Update customers with new price lists and specials during visits</li> </ul>							
<b><u>Recruit, retain and grow new customers</u></b>							
<ul style="list-style-type: none"> <li>• Monitor and analyze customer defections, contact lost customers to re-establish relationships and follow up on dormant accounts in order to analyze the growth of your customer base</li> <li>• Actively seek new business through cold canvassing, identifying and visiting new sites and following up on all leads</li> <li>• Establish needs of new customers and advise correct products for correct applications in order to satisfy these needs</li> <li>• Discuss with customers of the details and benefits of being an account customer (applicable discounts), of deposit accounts and contractor card options.</li> <li>• Obtain orders and ensure they are processed at store level and delivered on time</li> </ul>							
<b><u>Achieve sales and margin</u></b>							
<ul style="list-style-type: none"> <li>• Develop and implement action plans to achieve sales and gross profit budgets and targets agreed with the Store manager and Trade Manager</li> <li>• Ensure that customers are informed of products other than their usual purchases (Cross- selling) and where possible promote higher margin products to ensure balanced gross profit results</li> <li>• Analyse relevant BI reports on a regular basis to track sales and margin</li> </ul>							
<b><u>Liaise with suppliers, other key account managers and other departments</u></b>							
<ul style="list-style-type: none"> <li>• Contact and liaise with suppliers to agree on action to rectify any problems that arise on sites and ensure resolution</li> <li>• Liaise with the supplier to ensure availability special order items and agree on delivery after ensuring liaison with Store Manager, Trade Manager and Merchandise department.</li> <li>• Inform other key account managers when your customers are active in their areas and discuss customers' needs with them. Agree on action to meet customer needs and follow up to ensure implementation.</li> <li>• Liaise with merchandise, dispatch, receiving and replenishment department to ensure that customer needs are met</li> </ul>							
<b><u>Requirements:</u></b>							
<ul style="list-style-type: none"> <li>• Sales Experience – Minimum 3 years (exposure to Retail sector is advantageous)</li> <li>• Grade 12</li> <li>• Driver's License (Minimum Code 8)</li> <li>• Business Acumen</li> <li>• Commercial Studies</li> <li>• Problem solving</li> <li>• Self-driven</li> </ul>							

- Influence and negotiation skills
- Planning and organizing skills
- Sound interpersonal and communication skills and the ability to communicate at all levels (Oral and Written)
- Working with customers
- Clear understanding of sales and margins
- People and selling skills
- Good interaction with customers
- Computer Literate
- Good knowledge of products and their application
- Team oriented person, ability to work independently and meet deadlines
- Delegation skills

**Application closing date: 1 July 2020**

**Contact person for further information about this vacancy/forwarding of application:**

**Name:** *Luturchia Arends*

**Fax:**

**e-mail:** *Luturchia.arends@builders.co.za*

Division/Company			Massbuild						
Store format / Brand / Site			Builders Warehouse						
Department			Operations						
Location			Erasmus Park						
Position			Store Manager						
<b>Builders Warehouse _ Operations _ Erasmus Park _ Store Manager</b>									
EE	x	27 HR		40 HR		PERM	x	DISABILITY	
<b><u>FUNCTIONS / RESPONSIBILITIES:</u></b>									
<b><u>Development of a store strategy in alignment to BWH strategy</u></b>									
<ul style="list-style-type: none"><li>Analyze competitors and customer needs in the market that the store competes in and action resulting out of the analysis.</li><li>Ensure clear identification, clarification and implementation of store strategy and departmental strategies in line with company strategy, ensuring full understanding of these within teams.</li><li>Review implementation of strategy and take corrective action to address problems/ amend/ update action on strategic plans, as needed.</li><li>Enhance the company profile through participating in business forums and involvement in community projects and drive business development implementation of action plans to action customer recruitment and improve customer spend</li><li>Submit monthly reports on all relevant information to the Regional Operations Manager</li></ul>									
<b><u>Achieve financial targets</u></b>									
<ul style="list-style-type: none"><li>Achieve agreed financial budgets and targets through implementation of plans to achieve maximum profitability</li><li>Sales and margin plans, that pro- actively identify opportunities to improve sales and margins and re-actively address shortcomings to improve</li><li>Shrinkage control and obsolescence plans, that proactively have controls in place that reduce risk and reactively address shortcomings and opportunities</li><li>Expense control and personnel cost plans, including budget formulation</li><li>Achieve PBIT growth targets that ensure incentives are achieved</li><li>Ensure effective SRM reporting</li></ul>									
<b><u>Create and maintain a high energy, customer-centric and service-oriented climate</u></b>									
<ul style="list-style-type: none"><li>Drive the Builders Formula for success by ensuring action plans are put in place, communicated and driven effectively by all employees effectively</li><li>Drive an improvement in the stores annual BUA engagement survey score</li><li>Lead by example in demonstrating that customer service and customer satisfaction is of primary importance</li><li>Ensure that store is appropriately structured and staffed to achieve levels of customer service in line with strategy and promise to customers – ensure effective use of staff scheduling</li><li>Ensure managers have technical and leadership competence to effectively direct, guide, inspire and energise subordinates and are doing so</li><li>Ensure staff selected for positions are of the calibre to provide superior levels of performance and customer service – ensure objectivity and fairness in selection decisions</li><li>Ensure all staff are fully competent in the knowledge and skills required to perform their duties effectively and provide superior customer service</li></ul>									
<b><u>Grow market share within the market the store operates</u></b>									
<ul style="list-style-type: none"><li>Analyse customer footfall and develop plans to ensure sustainable growth</li><li>Analyse basket value and develop plans to ensure sustainable growth</li><li>Measure levels of customer satisfaction continuously</li><li>Ensure store is appropriately ranged and stocked – in terms of quantity and balance – to achieve sales objectives</li><li>Ensure staff are correctly trained and motivated to provide superior customer service</li><li>Conduct regular price surveys and ensure price competitiveness</li><li>Ensure key customers are identified and appropriately “managed” to maintain/increase their purchases and profitability</li><li>Ensure external representatives are effective in servicing existing customers and sourcing new customers</li><li>Keep abreast of developments/trends in local market and plan and execute activities to mitigate risks and exploit opportunities identified</li></ul>									
<b><u>Management of people</u></b>									

- Develop strategy that supports group goals of being the most attractive retailer to work through effective selection and recruitment, and meaningful development opportunities
- Ensure that the team structure is resourced by motivated and empowered staff and lead by sound performance management and transformational leadership practices
- Engage in robust Talent Management process to help identify career growth and succession
- Develop Individual Development Plans to enable employee career plans
- Ensure Career development discussion and plans are in place for all high flyers and that the necessary development is being driven.
- Manage non-performance through performance process
- Manage Team Delivery based on performance plans
- Foster team building
- Ensure optimum staffing levels are maintained

**Manage risk and compliance**

- Develop strategy that supports group goals of delivering a safe environment for both customers and staff
- Emergency planning and compliance
- Ensure all applicable laws, policies and rules are obeyed
- Ensure all role players have been trained and have a clear understanding of both Interpretation and application across all aspects of health and safety
- Ensure all emergency contingency plans are in place, known to staff and are practiced

**Requirements:**

- Grade 12 Essential
- Relevant tertiary qualification is preferable
- At least 5+ years related experience at Senior management level in a retail and hardware environment
- Excellent understanding of accounting principles and exposure to the retail building supply industry preferable
- Advanced PC Skills in all Microsoft packages (experience with SAP an added advantage)
- Ability to interpret and analyse retail trends to maximize profitability
- Ability to work independently
- Excellent Leadership abilities
- Experience in managing Business Processes and People
- Ability to enrol a team, and to create and drive a customer centric environment

**Application closing date: 1 July 2020**

**Contact person for further information about this vacancy/forwarding of application:**

**Name:** *Ruth Van Der Merwe*

**Fax:**

**e-mail:** *Ruth.Vandermmerwe@builders.co.za*

Division/Company		Massbuild							
Store format / Brand / Site		Builders Warehouse							
Department		Frontline							
Location		Erasmus Park							
Position		Department Manager Front End							
Builders Warehouse _ Frontline _ Erasmus Park _ Department Manager Front End									
EE		27 HR		40 HR		PERM	x	DISABILITY	
To achieve relevant sales, growth and margin targets through effective implementation of strategic plans and management of the department.									
Functions / responsibilities:									
Ensure Customer Satisfaction									
<ul style="list-style-type: none"><li>• Ensure that all customers are attended to correctly by presenting a positive image to customers, acknowledge, approach and greet customers as required, understanding their needs and respond to their queries promptly.</li><li>• Understand customers special needs and respond to their queries as required</li><li>• Assist with planning and implementing department manning so that there are always sufficient cashiers to meet trading needs and customers do not need to wait in queues unnecessarily.</li><li>• Meet housekeeping requirements to ensure compliance with health and safety standards</li></ul>									
Ensure sufficient supplies and equipment in working order:									
<ul style="list-style-type: none"><li>• Ensure that all customers are attended to correctly by presenting a positive image to customers, acknowledge, approach and greet customers as required, understanding their needs and respond to their queries promptly.</li><li>• Understand customers special needs and respond to their queries as required</li><li>• Assist with planning and implementing department manning so that there are always sufficient cashiers to meet trading needs and customers do not need to wait in queues unnecessarily.</li><li>• Meet housekeeping requirements to ensure compliance with health and safety standards</li><li>• Ensure all cashiers has enough change.</li></ul>									
Ensure correct acceptance , processing and authorization of payment									
<ul style="list-style-type: none"><li>• Ensure that all Cashiers process transactions correctly and accurately according to business policies and procedures</li><li>• Ensure that Cashiers rings up each item separately and correctly</li><li>• Ensure that correct payment amount are received and tendered on the system and that correct change is given to customers where applicable</li><li>• Ensure that discount vouchers and price difference/overrides are handled and /or are captured correctly</li><li>• Follow up on Cashier shorts and overs with the Banking Clerks daily and issuing corrective action.</li><li>• Assist Cashiers with large cash payments by counting with them.</li><li>• Check that all Cashiers do pickups when they have R2 000.00 and more in their drawers.</li><li>• Manage off line POS procedure when the system is off line.</li></ul>									
Supervise the Frontline									
<ul style="list-style-type: none"><li>• Manage scheduling, attendance, clocking and taking of day offs, tea and lunches.</li><li>• Ensure that team members are adequately trained and that job descriptions and performance evaluations are in place for all team members</li><li>• Assist with overseeing customer refunds, customer repairs</li><li>• Ensure that refunds and customer repairs are correctly processed, adhering to the limits of authority.</li><li>• Ensure that policies and procedures are followed</li></ul>									
Staff Management									

- Manage staff scheduling and attendance (working hours, annual leave)
- Ensure that team members are trained and signed off, job description and performance evaluations in place and up to date.
- Ensure a productive and healthy working environment through teamwork, motivation, encouragement coaching, performance management, fair, sensitive and consistent use of company IR and disciplinary procedures.
- Identify potential in the team through talent management process, agree on a succession plans, implement action and provide opportunities to mentor and develop team member's skills
- Develop Individual Development Plans to enable employee career plans

**Requirements:**

- Grade 12
- 3 years' experience as cashier and supervisory
- Ability to lead by influence
- Ensure excellent customer service by minimizing the customer turnaround at the till points
- Ability to work under pressure
- Energy and drive
- High levels of integrity and attention to detail
- Planning organizing skills
- Computer Literacy

**Application closing date: 1 July 2020**

**Contact person for further information about this vacancy/forwarding of application:**

**Name:** *Luturchia Arends*

**Fax:**

**e-mail:** *Luturchia.arends@builders.co.za*

Division/Company	Massbuild
Store format / Brand / Site	Builders Warehouse
Department	Dispatch
Location	Erasmus Park
Position	Department Manager Dispatch

***Builders Warehouse \_ Dispatch \_ Erasmus Park \_ Department Manager Dispatch***

EE		27 HR		40 HR		PERM	x	DISABILITY	
----	--	-------	--	-------	--	------	---	------------	--

**FUNCTIONS / RESPONSIBILITIES:**

**Control Deliveries**

- Ensure that all Collect later and Online collections are picked and prepared for the customer within the agreed to time frames
- Ensure that the customer is notified when the Collect Later and/or Online collection is ready to be collected
- Control deliveries not executed by Value Logistics. Ensure that the delivery schedule is handed to the driver and that the delivery address and telephone number are correct. Discuss planned route with the driver and ensure that the schedule is adhered to. Ensure trip sheets are filling in correctly and filed daily.
- Dispatch stock on correct documentation and ensure that all documentation is handed over to the driver/ Value Logistics supervisor before the security check is conducted.
- Follow company policy for out of stocks. Refund out of stock articles and process a new sale immediately. Ensure that the customer is contacted and the delivery re-scheduled on the system.

**Control collections and partial collections**

- Ensure the correct documentation is used for the release of stock and ensure that partial collections are correctly recorded.
- Follow company policy for out of stocks and refund the out of stock as per the refund policy.
- Check customer remarks on documentation and follow up as required.
- For collections red-flagged as deliveries, cancel the original collection note and attach the new delivery note as per the policy.
- Ensure that documentation is correctly reconciled before handing it to the Trade Services manager.
- Ensure that outstanding collections and partial collections are filed per day in separate files and follow up weekly.

**Manage store debtors**

- Assist customers with the completion of new debtor account applications.
- Ensure debtor deposit accounts required are opened in liaison with the Trade Services manager and that head office debtors are notified of any changes required to existing debtor accounts.
- Ensure debtor invoices and the relevant PODs are reconciled to the debtors invoicing audit trail and hand to the Trade Services Manager daily

**Satisfy internal and external customers**

- Ensure customer service excellence in your department through making sure that your team members are trained, signed off, coached, motivated, performance managed and reinforced to provide excellent service. Ensure that correct goods are supplied/ returned.
- Ensure accessibility to customers at all times, handling queries, requests and complaints effectively and efficiently, ensuring customer delight.
- Ensure efficient and effective action, delivery and interaction with all internal customers.

**Manage People**

- Reflect company vision and values in your leadership practices. Ensure that team members understand and implement the vision and values as agreed with your sales manager
- Manage performance to meet operational and financial objectives. Ensure that role clarity and PDDs are in place and up to date for all your team members and conduct regular PDRs with them.
- Create a motivating and healthy workplace climate through regular feedback, monitoring of team member satisfaction, coaching, recognition of good performance and reinforcement, sensitive and effective handling of IR issues according to company procedures, ensuring that cooperation and workplace harmony are promoted
- Identify potential in the team, draw up succession plans, implement action and provide opportunities to



- mentor and develop team members' skills

**Requirements:**

- Grade 12
- 2-3years related experience at junior management level in a Retail environment
- Planning and organizing skills
- Ability to work in and team and meet strict deadlines
- Supervisory experience – people and business
- General Product Knowledge
- Computer literate – MS Word, MS Excel, and Outlook
- Excellent customer orientation

**Application closing date: 1 July 2020**

**Contact person for further information about this vacancy/forwarding of application:**

<b>Name:</b>	<b>Luturchia Arends</b>
<b>Fax:</b>	
<b>e-mail:</b>	<b>Luturchia.arends@builders.co.za</b>

<b>Division/Company</b>		<b>Massbuild</b>					
<b>Store format / Brand / Site</b>		<b>Builders Warehouse</b>					
<b>Department</b>		<b>HR</b>					
<b>Location</b>		<b>Erasmus Park</b>					
<b>Position</b>		<b>Human Resource Administrator</b>					
<b><i>Builders Warehouse _ HR _ Erasmus Park _ Human Resource Administrator</i></b>							
<b>EE</b>		<b>27 HR</b>		<b>40 HR</b>		<b>PERM</b>	<b>x</b> <b>DISABILITY</b>
<p><b><u>Functions / responsibilities:</u></b></p> <p><b><u>Execution of HR strategy</u></b></p> <ul style="list-style-type: none"> <li>• Provide administrative support to the Branch to effectively deliver on store tactical plan</li> <li>• Demonstrate initiatives that are in line with the stores tactical plan</li> </ul> <p><b><u>Recruitment and selection</u></b></p> <ul style="list-style-type: none"> <li>• Effective recruitment of non-management and no perm employees</li> <li>• Ensure processing of pre and post-employment administrative component of all recruits</li> <li>• Ensure vacancies are posted on Store Notice Board</li> <li>• Advertise ads on share point for perms, non-perms and DM level</li> </ul> <p><b><u>Training and Development</u></b></p> <ul style="list-style-type: none"> <li>• Update and maintain all store employee's (perm and non-perm) training matrices and Individual Development Plans (IDP's)</li> <li>• Coordinate respective training programs and initiatives and attendees.</li> <li>• Ensure bi-annual monitoring of non-management Individual development plans (IDP's)</li> <li>• Ensure training venues meet required standards.</li> <li>• Ensure safe keeping of training equipment and material as per Company policy</li> <li>• Ensure the availability of sufficient training material</li> <li>• Ensure that training registers are completed and captured for all training conducted</li> <li>• Facilitate career discussions and drive Talent and Succession planning for all Non-Perm staff</li> </ul> <p><b><u>Motivation, reward and recognition</u></b></p> <ul style="list-style-type: none"> <li>• Ensure expedient resolution of Payroll related matters, including i.e. garnishee orders, salary and benefit matters</li> <li>• Ensure that garnishee orders to be submitted to payroll directly</li> <li>• Conduct exit interviews and surveys for Non-Management staff. Record keeping of Branch surveys and exit interviews</li> <li>• Administer respective incentive and commission schemes.</li> <li>• Administer any changes to employee records and timeous update to Payroll.</li> <li>• Process and control staff attendance records within Legislative and Company parameters</li> <li>• Process staff account applications as per Company Policy</li> <li>• Manage leave authorization and records as per Company Policy</li> <li>• Manage time and attendance system, information input (i.e. Shifts, scheduling of days off, etc) and produce required reports to Management and Payroll for processing</li> </ul> <p><b><u>Performance Coaching</u></b></p> <ul style="list-style-type: none"> <li>• Ensure the effective record keeping of Role Clarity, Performance Development Discussion, Career and Development discussion documents.</li> <li>• Ensure that Line Managers follow through on IDP's and drive culture of self-development amongst non-management staff</li> </ul> <p><b><u>Lead , manage and develop people</u></b></p> <ul style="list-style-type: none"> <li>• Identify and drive own IDP (Individual Development Plan).</li> <li>• Demonstrate leadership ability</li> </ul> <p><b><u>Requirements:</u></b></p> <ul style="list-style-type: none"> <li>• Grade 12</li> </ul>							

- HR Diploma or Degree
- 1 -2 Years' experience in HR
- Computer literate
- Attention to detail
- Planning and organizing
- Conceptual thinking
- Analytical skills
- Numerical ability
- Influencing
- Initiative
- Conceptual thinking

**Application closing date: 1 July 2020**

**Contact person for further information about this vacancy/forwarding of application:**

**Name:** *Luturchia Arends*

**Fax:**

**e-mail:** *Luturchia.arends@builders.co.za*

<b>Division/Company</b>	<b>Massbuild</b>						
<b>Store format / Brand / Site</b>	<b>Builders Warehouse</b>						
<b>Department</b>	<b>Administration</b>						
<b>Location</b>	<b>Erasmus Park</b>						
<b>Position</b>	<b>Inventory Controller X2</b>						
<b><i>Builders Warehouse _ Administration _ Erasmus Park _ Inventory Controller X2</i></b>							
<b>EE</b>		<b>27 HR</b>		<b>40 HR</b>		<b>PERM</b>	<b>x</b> <b>DISABILITY</b>
<b><u>FUNCTIONS / RESPONSIBILITIES:</u></b>							
<b><u>Manage Stock orders</u></b>							
<ul style="list-style-type: none"> <li>Place and print replenishment orders and distribute to Sales Manager for authorisation and ensure that they are vetted By Inventory Manager</li> <li>Amend any quantities as required once orders have been vetted and send them to suppliers and obtain telephonic confirmation</li> <li>Handle and resolve queries regarding orders, delivery dates, pricing and any areas related to stock replenishment</li> <li>Manage direct deliveries orders via Sales Manager responsible for Yard Dept.</li> <li>Monitor Auto Replenishment reports daily and liaise with Inventory Manager and action queries or amendments as required ensuring that stock is ordered according to space/storage limitations</li> <li>Monitor on Mondays RPL run from the previous Sunday and request any changes via the RPL Dept at H/O if needed</li> <li>Monitor Service Levels for RPL vendors and Direct vendors</li> <li>Follow up on orders past due delivery date and check status of part/back orders and delete orders as authorised</li> <li>Follow up on delivery of promotional items to ensure timeous delivery of correct and sufficient stock</li> <li>Monitor sales of promotional lines and where necessary obtain authorization to order additional stock</li> <li>Check displays for new lines and in liaison with Inventory Manager ensure that initial orders for such lines are placed appropriately</li> </ul>							
<b><u>Ensure Stock integrity</u></b>							
<ul style="list-style-type: none"> <li>Monitor DISPO's and ensure the integrity of the information they contain and conduct regular floor walks to check stock levels</li> <li>Liaise with Inventory Manager and Sales Manager as relevant to ensure investigation and rectification of anomalies that have been identified</li> <li>Identify discontinued lines and delete outstanding orders for these lines in liaison with the Inventory Manager</li> <li>Assist with resolution of store stock integrity issues and conduct necessary investigations</li> <li>Conduct high risk, negative stock and all stock counts as indicated by the Inventory Manager</li> <li>Assist with coordination and management of financial stock counts</li> <li>Assist with investigation of MAC issues and provide feedback to Inventory Manager</li> </ul>							
<b><u>3. Liaise with Suppliers</u></b>							
<ul style="list-style-type: none"> <li>Set up regular appointments with supplier reps to discuss orders, deliveries and to verify stock integrity</li> <li>Liaise with Inventory Manager to prepare stock for suppliers to uplift before month end</li> <li>Liaise with Sales managers regarding their highest provision Vendors and assist with the RTV process</li> </ul>							
<b><u>Reporting</u></b>							
<ul style="list-style-type: none"> <li>Regular reporting from BI and SAP with regards to service levels, negative margin, open orders, stock and sales, aged stock and any other ad-hoc reporting from BI &amp; SAP</li> <li>Prepare Stock &amp; Sales Report for Inventory Manager</li> <li>Monitor OSAC (Gap-Scan) on weekly basis</li> </ul>							
<b><u>Requirements:</u></b>							
<ul style="list-style-type: none"> <li>Matric</li> <li>Relevant diploma preferable</li> <li>3 years' experience in stock control / replenishment environment</li> <li>Strengthen Reputation and Local Involvement</li> </ul>							

- Ensure customer / Member Centred
- Performance
- Ensure Execution and Achieve Results
- Ensure Planning and Improvement
- Build and Influence
- Team player
- Adapt and Learn

**Application closing date: 1 July 2020**

**Contact person for further information about this vacancy/forwarding of application:**

**Name:** *Luturchia Arends*

**Fax:**

**e-mail:** *Luturchia.arends@builders.co.za*

<b>Division/Company</b>	<b>Massbuild</b>						
<b>Store format / Brand / Site</b>	<b>Builders Warehouse</b>						
<b>Department</b>	<b>Sales</b>						
<b>Location</b>	<b>Erasmus Park</b>						
<b>Position</b>	<b>Sales Coordinator</b>						
<b><i>Builders Warehouse _ Sales _ Erasmus Park _ Sales Coordinator</i></b>							
<b>EE</b>		<b>27 HR</b>		<b>40 HR</b>		<b>PERM</b>	<b>x</b> <b>DISABILITY</b>
<b><u>FUNCTIONS / RESPONSIBILITIES:</u></b>							
<b><u>Liaise with customers</u></b>							
<ul style="list-style-type: none"> <li>• Handle all customers, including KAM customers, according to Interact with Customer course standards</li> <li>• Build relationships with customers</li> <li>• Follow up on customer deliveries and queries. Escalate issues to line manager where unable to resolve</li> <li>• Provide an efficient and professional telesales function</li> <li>• Provide professional after sales service.</li> <li>• Ensure customer feedback</li> <li>• Adhere to the Interact with Customers course standards</li> <li>• Maintain database of leads from Data build system (Sales Rep related)</li> </ul>							
<b><u>Achieve sales</u></b>							
<ul style="list-style-type: none"> <li>• Compile quotations and estimates ensuring that documentation is correctly completed with customer requirements. Endure accuracy of details on quotations</li> <li>• Check stock for customers and obtain orders from them. Where customers have queries on stock, check at own branch and others for stock quantities</li> <li>• Understand and apply business process relating to direct deliveries and special orders</li> <li>• Follow up on quotations and estimates, including quotes and estimates completed on behalf of the KAM, with a view to turning them into sales</li> <li>• Provide feedback from customer to KAM or relevant manager on quotes and estimates submitted</li> <li>• Ensure business processes adhered to and sales targets met or exceeded</li> </ul>							
<b><u>Provide support to Sales Rep's</u></b>							
<ul style="list-style-type: none"> <li>• Assist KAMS with compilation of quotes and estimates where possible/where requested</li> <li>• Ensure that all details are included correctly on quotations (Client details, names, contact details; VAT inclusive/ exclusive; delivery details – inclusive/ exclusive, terms and conditions).</li> <li>• Ensure that payment details are accurately stated on quotations and that the cheque clearance period of 7 working days is clearly stated. Ensure that the quotation is faxed/ hand delivered to the client (by the rep).</li> <li>• Provide telesales service to all KAM customers and manage KAM emails efficiently</li> <li>• Follow up to achieve sales targets</li> <li>• Ensure efficient support of KAMs and achievement of KAM budget</li> </ul>							
<b><u>Handle invoicing and account queries</u></b>							
<ul style="list-style-type: none"> <li>• Arrange account applications for customer, where needed. Check correct completion of details on applications and hand them to the debtors' department. Advise customers that accounts take 4 – 5 days to approve and inform them once they have been approved.</li> <li>• Ensure that details on invoices are correct, including customer order number</li> </ul>							
<b><u>Requirements:</u></b>							
<ul style="list-style-type: none"> <li>• 2-3 years related experience</li> <li>• Exposure to the Building Industry advantage</li> <li>• Grade 12 (minimum)</li> <li>• Retail Management qualification would be an advantage</li> <li>• Computer literate in MS Word, Excel and Outlook</li> </ul>							

<ul style="list-style-type: none"> <li>• SAP + BW experience</li> <li>• Administration Skills</li> <li>• Knowledge of estimation ,deliveries, dispatch ,invoicing ,return and refunds advantageous</li> </ul>	
<b>Application closing date: 1 July 2020</b>	
<b>Contact person for further information about this vacancy/forwarding of application:</b>	
<b>Name:</b>	<b>Luturchia Arends</b>
<b>Fax:</b>	
<b>e-mail:</b>	<b>Luturchia.arends@builders.co.za</b>

Division/Company		Massbuild							
Store format / Brand / Site		Builders Warehouse							
Department		Sales							
Location		Erasmus Park							
Position		Trade Sales Manager							
Builders Warehouse _ Sales _ Erasmus Park _ Trade Sales Manager									
EE		27 HR		40 HR		PERM	x	DISABILITY	
To achieve all relevant sales, growth and margin targets through effective management of the trade environment									
FUNCTIONS / RESPONSIBILITIES:									
Implement strategy, policies and procedures:									
<ul style="list-style-type: none"><li>Understand of company strategy, policies and procedures and ensure same is understood and adhered to by team</li><li>Formulate, implement, control and regularly review tactical plans in line with store and departmental strategy</li></ul>									
Manage Trade sales									
<ul style="list-style-type: none"><li>Achieve agreed financial budgets, targets, indicators and productivity measures for Trade area as indicated by the Trade Manager</li><li>Execute action plans to address all variances against budget and maximize profitability</li><li>Provide superior customer service to all trade customers (account and walk in customers)</li><li>Build relationships with contractors who regularly conduct their business through your store that they receive a professional level of service</li><li>Liaise regularly with Construction Account Manager to proactively assist with the management of contractor needs</li><li>Implement and maintain all required operational and other standards (merchandising, ticketing, housekeeping, stock availability, service levels, care for stock, stock profiles, pricing, promotional planning and execution, staff dress codes, safety, customer service levels)</li><li>Conduct regular floor walks and ensure that PDRs are conducted by Department Manager/s with team members to identify success and actions required for improvement of operational standards and implement action arising out of these</li><li>Provide feedback to Trade Manager on sales, margin, out of stocks, credit utilization, account activations on regular basis</li></ul>									
Ensure market awareness and customer satisfaction									
<ul style="list-style-type: none"><li>Conduct ongoing research of market trends, competitors and customer needs and provide feedback to Trade Manager</li><li>Analyze and initiate action arising out of the analysis.</li><li>Ensure customer satisfaction in your departments, making sure that sales team members are trained, signed off, coached, motivated, performance managed and reinforced to provide excellent service and thorough product knowledge.</li><li>Be accessible to customers at all times, handling queries, requests and complaints effectively and efficiently.</li><li>Build customer relationships by formulating, implementing and regularly reviewing plans to meet customer needs.</li><li>Monitor and analyze customer feedback, needs and trends (including through customer service surveys) and initiate appropriate corrective/ proactive actions arising from these.</li><li>Schedule department effectively so as to provide effective customer service levels and productivity</li><li>Build supplier relationships aimed at enhancing service levels</li><li>Ensure efficient and effective action, delivery and interaction with all internal customers</li></ul>									
People & Service:									
<ul style="list-style-type: none"><li>Drive a Customer-Centric culture.</li><li>Execute our leadership values through daily job functions.</li><li>Select, train &amp; motivate an operations team that strives on excellence in order to achieve the required standards in all areas.</li><li>Customer Service Management is a key focus for the Admin Manager – ensuring that the customer service center is run as efficiently as possible to the benefit of Game and the Customer</li></ul>									
Requirements:									
<ul style="list-style-type: none"><li>Matric / Grade 12</li><li>Tertiary education Degree/Diploma in Retail</li></ul>									



- 3 years' retail experience in a store operations management position
- Competent in Financial Analysis and P&L knowledge
- Computer literacy is essential with relevant IT and systems knowledge

**Application closing date: 1 July 2020**

**Contact person for further information about this vacancy/forwarding of application:**

**Name:** *Luturchia Arends*

**Fax:**

**e-mail:** *Luturchia.arends@builders.co.za*

<b>Division/Company</b>	<b>Massbuild</b>						
<b>Store format / Brand / Site</b>	<b>Builders Warehouse</b>						
<b>Department</b>	<b>Frontline</b>						
<b>Location</b>	<b>Erasmus Park</b>						
<b>Position</b>	<b>Front End Clerk</b>						
<b><i>Builders Warehouse _ Frontline _ Erasmus Park _ Front End Clerk</i></b>							
<b>EE</b>		<b>27 HR</b>		<b>40 HR</b>	<b>x</b>	<b>PERM</b>	<b>DISABILITY</b>
<b><u>Functions / responsibilities:</u></b>							
<b><u>Ensure customer satisfaction:</u></b>							
<ul style="list-style-type: none"> <li>• Acknowledge, approach and greet customers as required, understand their special needs and respond to their queries as required</li> <li>• Maintain housekeeping standards (i.e. clean and orderly checkout area)</li> <li>• Be aware of all promotions, promotional items and financial services products that are active in the store</li> <li>• Be familiar of the requirements of the CPA in order to advise customers</li> <li>• Direct customers to the correct departments or call the correct consultants to assist customers, as needed in a polite, friendly and professional manner</li> <li>• Ensure the Information Desk is well presented, clean and welcoming to customers</li> <li>• Keep up to date on emergency procedures and make the required announcements, if instructed to do so by management, should an emergency situation arise</li> <li>• Assist in banking, till points, and refunds as and when required</li> </ul>							
<b><u>Assist at the money centre:</u></b>							
<ul style="list-style-type: none"> <li>• Man the money centre in the absence of the Money Centre Agent to ensure availability for customer engagement</li> <li>• Keep up to date with all Financial Services products and VAS products in order to respond to customer queries or requests for information</li> <li>• Process various payment types for various product offerings (eg. tickets, lotto, coupons etc.) for customers in a professional and efficient manner</li> <li>• Manage float at the Money Centre counter according to all policies and procedures</li> <li>• Conduct customer interviews for opening of new accounts for Real People and RCS cards</li> <li>• Liaise with Real People and RCS with regards approval of loans for new and existing customers</li> <li>• Complete / capture the relevant product application information correctly onto the system</li> </ul>							
<b><u>Assist at the Front End</u></b>							
<ul style="list-style-type: none"> <li>• Assist the Front End Manager with scheduling, attendance, clocking and taking of day offs, tea and lunches</li> <li>• Assist the Front End Manager with ensuring that refunds and customer repairs are correctly processed, adhering to the limits of authority and that all policies and procedures are followed</li> <li>• Ensure that all Cashiers have enough change and that change ordered by Cashier is the same delivered back to frontline</li> <li>• Assist with cashing up of cashiers in banking office as and when required</li> <li>• Escalate any faults/problems with equipment to Front End Manager and/or UCS immediately by logging calls and the Admin Manager to be informed of such call logs</li> <li>• Ensure adequate supplies of stationery (till rolls, standalone device rolls, plastic bags) daily</li> <li>• Authorize all refunds (for items out of stock and returns) processed on the yard/ building materials till on POS.</li> </ul>							
<b><u>Assist at the information counter:</u></b>							
<ul style="list-style-type: none"> <li>• Assist customers with price queries</li> <li>• Resolve queries on incorrect pricing/shelf edge ticketing</li> <li>• Report to Front End Manager and Sales Manager if barcodes for specific items are incorrect on the system so that they can be overridden on the system</li> </ul>							
<b><u>Assist with Dispatch:</u></b>							
<ul style="list-style-type: none"> <li>• Assist with the control of deliveries by ensuring that correct documentation has been handed to the driver and that the customer is notified of the delivery date and time</li> <li>• Follow company policy and process for out of stocks and ensure that out of stock articles are processed as per the processes for both in store and online orders</li> <li>• Reconcile the documentation correctly to the system reports daily and complete and file documentation daily including the filing of outstanding collections and partial collections</li> </ul>							

- Follow up on outstanding or non-scheduled deliveries daily
- Ensure that partial collections are correctly recorded as per the policy and follow up weekly

**Requirements:**

- Grade 12 / Matric essential
- Computer literate
- Excellent attention to detail
- Excellent interpersonal / communication skills
- Team Player
- Must have good attention to detail
- Manage time effectively
- Interpersonal Skills
- Good verbal and written communication
- Planning and Organising Skills
- Analyzing abilities

**Application closing date: 1 July 2020**

**Contact person for further information about this vacancy/forwarding of application:**

**Name:** *Luturchia Arends*

**Fax:**

**e-mail:** *Luturchia.arends@builders.co.za*

Division/Company		Massbuild					
Store format / Brand / Site		Builders Express					
Department		Sales					
Location		Cresta					
Position		Sales Consultant - Electrical					
Builders Express _ Sales _ Cresta _ Sales Consultant - Electrical							
EE		27 HR		40 HR flexi + benefits	x	PERM	DISABILITY

To provide specialised product knowledge to customers and to market the company through offering an effective, consistent service that translates into sales. Assist the HOD to maintain standards in the department, and improve staff product knowledge through sharing of experience.

**Functions / responsibilities:**

**Achieve sales**

- Ensure that you have general knowledge of your stock and products so that you can advise customers appropriately.
- Check that stockholding is “true” before finalising sales, as needed. Do not commit to deliveries – always confirm with dispatch.-“Never over promise ,and under deliver”
- Ensure you know and action the appropriate procedures for specials and out of stocks.
- Adhere to the standards of the selling skills course.
- Ensure that your department is always manned.
- Carry out after sales follow up.
- Always push for add-on sales to increase basket

**Customer satisfaction**

- Handle all customers according to the standards in the Interact with Customers course.
- Present a positive image to customers, acknowledge, approach and greet customers as required, understand their special needs and respond to their queries as required
- Meet housekeeping requirements
- Answer telephone in appropriate manner and assist customers
- Timeous feedback to customers according to sunset rules

**Be accountable for stock**

- Always be in and around your allocated shelves to prevent theft and breakages.
- Be aware of your stock situation (fast sellers, slow lines, overstocks, out of stocks, low stock levels).
- Give feedback to the HOD or Replenishment HOD.
- Conduct stock counts accurately as required on a regular basis.
- Where stock items are not on RPL, recommend order quantities to the HOD/ replenishment HOD.
- Remove damaged or incomplete items from the floor, report them to the HOD and take them to the appropriate place for damages, where they can be recorded and correctly processed.
- Confirm with HOD or Replenishment HOD for STO's from a different site.
- Ensure article code match description before processing

**Merchandise stock and maintain standards**

- Merchandise stock according to the required operational standards and as per the standards in the “Through the eyes of the customer” manual.
- Maintain operational standards (ticketing, stock availability, service levels, pricing, promotional planning and execution, stock counts, staff dress code, safety, customer service levels) in the department as required.
- Ensure aisles are always clear of stock and merchandised by the end of the day.
- Ensure that the retail floor is faced up at end of each day – this ensures departments are neat and tidy for next day's trade
- Ensure compliance to safety requirements
- Comply to CPA legislation

<b>Requirements:</b>	
<ul style="list-style-type: none"> <li>• Grade 12</li> <li>• 2 – 3 Years retail sales experience in a hardware environment</li> <li>• Computer literate in MS Word, Excel, SAP (an advantage)</li> <li>• Product knowledge (In depth knowledge of relevant merchandise/electrical, etc.)</li> <li>• Selling skills</li> <li>• Team Player</li> <li>• Communication skills</li> <li>• Perform under pressure</li> <li>• Adaptability</li> </ul>	
<b>Application closing date: 1 July 2020</b>	
<b>Contact person for further information about this vacancy/forwarding of application:</b>	
<b>Name:</b>	<b>Ntombi Mazibuko</b>
<b>Fax:</b>	
<b>e-mail:</b>	<b>Ntombi.mazibuko@builders.co.za</b>

Division/Company		Massbuild					
Store format / Brand / Site		Builders Express					
Department		Sales					
Location		Cresta					
Position		Sales Consultant – Garden & Nursery X2					
<b>Builders Express _ Sales _ Cresta _ Sales Consultant – Garden &amp; Nursery X2</b>							
EE		27 HR	40 HR flexi + benefits	x	PERM		DISABILITY
<p>To provide specialised product knowledge to customers and to market the company through offering an effective, consistent service that translates into sales. Assist the HOD to maintain standards in the department, and improve staff product knowledge through sharing of experience.</p> <p><b>Functions / responsibilities:</b></p> <p><b>Achieve sales</b></p> <ul style="list-style-type: none"> <li>• Ensure that you have general knowledge of your stock and products so that you can advise customers appropriately.</li> <li>• Check that stockholding is “true” before finalising sales, as needed. Do not commit to deliveries – always confirm with dispatch.-“Never over promise ,and under deliver”</li> <li>• Ensure you know and action the appropriate procedures for specials and out of stocks.</li> <li>• Adhere to the standards of the selling skills course.</li> <li>• Ensure that your department is always manned.</li> <li>• Carry out after sales follow up.</li> <li>• Always push for add-on sales to increase basket</li> </ul> <p><b>Customer satisfaction</b></p> <ul style="list-style-type: none"> <li>• Handle all customers according to the standards in the Interact with Customers course.</li> <li>• Present a positive image to customers, acknowledge, approach and greet customers as required, understand their special needs and respond to their queries as required</li> <li>• Meet housekeeping requirements</li> <li>• Answer telephone in appropriate manner and assist customers</li> <li>• Timeous feedback to customers according to sunset rules</li> </ul> <p><b>Be accountable for stock</b></p> <ul style="list-style-type: none"> <li>• Always be in and around your allocated shelves to prevent theft and breakages.</li> <li>• Be aware of your stock situation (fast sellers, slow lines, overstocks, out of stocks, low stock levels).</li> <li>• Give feedback to the HOD or Replenishment HOD.</li> <li>• Conduct stock counts accurately as required on a regular basis.</li> <li>• Where stock items are not on RPL, recommend order quantities to the HOD/ replenishment HOD.</li> <li>• Remove damaged or incomplete items from the floor, report them to the HOD and take them to the appropriate place for damages, where they can be recorded and correctly processed.</li> <li>• Confirm with HOD or Replenishment HOD for STO's from a different site.</li> <li>• Ensure article code match description before processing</li> </ul> <p><b>Merchandise stock and maintain standards</b></p> <ul style="list-style-type: none"> <li>• Merchandise stock according to the required operational standards and as per the standards in the “Through the eyes of the customer” manual.</li> <li>• Maintain operational standards (ticketing, stock availability, service levels, pricing, promotional planning and execution, stock counts, staff dress code, safety, customer service levels) in the department as required.</li> <li>• Ensure aisles are always clear of stock and merchandised by the end of the day.</li> <li>• Ensure that the retail floor is faced up at end of each day – this ensures departments are neat and tidy for next day's trade</li> <li>• Ensure compliance to safety requirements</li> <li>• Comply to CPA legislation</li> </ul>							

<b>Requirements:</b>	
<ul style="list-style-type: none"> <li>• Grade 12</li> <li>• 2 – 3 Years retail sales experience in a hardware environment</li> <li>• Computer literate in MS Word, Excel, SAP (an advantage)</li> <li>• Product knowledge (In depth knowledge of relevant merchandise/plants, etc.)</li> <li>• Selling skills</li> <li>• Team Player</li> <li>• Communication skills</li> <li>• Perform under pressure</li> <li>• Adaptability</li> </ul>	
<b>Application closing date: 1 July 2020</b>	
<b>Contact person for further information about this vacancy/forwarding of application:</b>	
<b>Name:</b>	<b>Ntombi Mazibuko</b>
<b>Fax:</b>	
<b>e-mail:</b>	<b>Ntombi.mazibuko@builders.co.za</b>

<b>Division/Company</b>		<b>Massbuild</b>					
<b>Store format / Brand / Site</b>		<b>Builders Warehouse</b>					
<b>Department</b>		<b>Operations</b>					
<b>Location</b>		<b>Erasmus Park</b>					
<b>Position</b>		<b>Back Office Clerk X3</b>					
<b><i>Builders Warehouse _ Operations _ Erasmus Park _ Back Office Clerk X3</i></b>							
EE		27 HR		40 HR flexi + benefits	x	PERM	DISABILITY

**Functions / responsibilities:**

**Satisfy Internal / external customers:**

- Present a positive image to customers, acknowledge, approach and greet customers as required, understand their special needs and respond to their queries as required
- Check customer remarks on documentation and follow up or escalate customer concerns ensuring that resolution has been achieved
- Ensure that correct goods are supplied/returned

**Assist with Dispatch:**

- Assist with the control of deliveries by ensuring that correct documentation has been handed to the driver and that the customer is notified of the delivery date and time
- Follow company policy and process for out of stocks and ensure that out of stock articles are processed as per the processes for both in store and online orders
- Reconcile the documentation correctly to the system reports daily and complete and file documentation daily including the filing of outstanding collections and partial collections
- Follow up on outstanding or non-scheduled deliveries daily
- Ensure that partial collections are correctly recorded as per the policy and follow up weekly

**Assist with banking:**

- Prepare and count floats, checking that seals are intact on coin boxes and that float money is correct
- Consolidate all paper work relating to banking process ensuring accuracy of information
- Verify the cashing up and balancing of cashiers according to process and ensure that cash is dropped in the presence of cashiers
- Follow up on shorts and overs and report them to the Admin Manager
- Attach printouts to each cashier's work and that problems/ mistakes are reported to the banking supervisor/Front End Department Manager
- Order change regularly from the bank for store to ensure store always has sufficient change at all times
- Ensure correct process is followed when handing cash over to CIT Company

**Assist with LIV process**

- Update parked invoices and obtain vendor invoices/ delivery notes attached to the relevant GR's, waybill, blind count sheets from the updater on an ongoing basis in order to perform LIV function throughout the day.
- Handle differences between GR value and invoice values appropriately and investigate the reasons for parked invoices
- Contact vendors where credit memos are required to clear GRIR account
- Attach credit note to original supplier invoice to reconcile purchase order value
- Report overcharges on invoice to Replenishment for investigation
- Ensure that all goods received have been LIV'd

**Assist with receiving process**

- Receive stock from suppliers and other stores with care and accuracy so as to avoid damages and breakages making sure that laid down receiving and STO processes are followed
- Ensure all stock is verified and checked against the invoice
- Escalate discrepancies immediately to the Receiving Manager in order to rectify the issue (eg barcodes) so that stock can be received and sent to the Sales floor



<b>Requirements:</b>	
<ul style="list-style-type: none"> <li>• Grade 12 / Matric Essential</li> <li>• 2-3 years' experience in retail environment preferably in dispatch/receiving/banking</li> <li>• Computer literate</li> <li>• Excellent attention to detail</li> <li>• Excellent interpersonal / communication skills/ Team Player</li> <li>• Must have good attention to detail</li> <li>• Manage time effectively</li> <li>• Interpersonal Skills</li> <li>• Good verbal and written communication</li> <li>• Planning and Organising Skills</li> <li>• Analyzing abilities</li> </ul>	
<b>Application closing date: 1 July 2020</b>	
<b>Contact person for further information about this vacancy/forwarding of application:</b>	
<b>Name:</b>	<b>Ntombi Mazibuko</b>
<b>Fax:</b>	
<b>e-mail:</b>	<b>Ntombi.mazibuko@builders.co.za</b>

<b>Division/Company</b>	<b>Massbuild</b>								
<b>Store format / Brand / Site</b>	<b>Builders Warehouse</b>								
<b>Department</b>	<b>Administration</b>								
<b>Location</b>	<b>Erasmus Park</b>								
<b>Position</b>	<b>Refunds &amp; Info Clerk X2</b>								
<b><i>Builders Warehouse _ Administration _ Erasmus Park _ Refunds &amp; Info Clerk X2</i></b>									
<b>EE</b>		<b>27 HR</b>		<b>40 HR flexi + benefits</b>	<b>x</b>	<b>PERM</b>		<b>DISABILITY</b>	
<b><u>FUNCTIONS / RESPONSIBILITIES:</u></b>									
<ul style="list-style-type: none"> <li>• Handle all customers (internal and external) according to the standards in the Interact with Customers course, greeting customers and dealing with customer queries, customer complaints and difficult customers in such a way that customers are satisfied</li> <li>• Be aware of all promotions and promotional items that are active in the store</li> <li>• Be aware of all financial services products available in the store and direct the customer to the Money Centre as and when required</li> <li>• Be familiar of the requirements of the CPA in order to advise customers</li> <li>• Direct customers to the correct departments/merchandise, answer their queries or call the correct consultants to assist customers, as needed in a polite, friendly and professional manner</li> <li>• Be accessible to customers at all times, handling queries, requests and complaints effectively and efficiently, ensuring customer satisfaction</li> <li>• Ensure the Information Desk is well presented, clean and welcoming to customers</li> <li>• Keep up to date on emergency procedures and make the required announcements, if instructed to do so by management, should an emergency situation arise</li> <li>• Assist in banking, till points, refunds and switchboard as and when required</li> <li>• Collect float daily from the Cash Office and sign for it on the Daily Float Register at the beginning of the shift.</li> <li>• Ensure that the float is reimbursed at close of business each day, making sure that the Refunds Float is returned in the same amount as it was collected a beginning of shift when going to cash up</li> <li>• Cash up at Cash Office at close of business or end of shift ensuring that sales and refunds for the day balance to the cashing up report</li> <li>• Maintain housekeeping requirements</li> <li>• Ensure that the item that is being returned is checked on the slip, look at the barcode and description and quantities. Always ensure that the refund stamp is placed on the original slip stating quantities refunded.</li> <li>• Obtain management authorization where items are not on slip and /or if the customer does not produce a proof of purchase</li> <li>• Obtain DM/product specialist for damaged items/ repairs and replacement and ensure that the damage sticker is placed on damage items with correct details.</li> <li>• Process staff refunds only when the security has checked the items prior the employee enters the store through staff entrance. The employee will then be escorted to refunds by the security personnel.</li> <li>• Ensure that items are sent for repairs as soon as possible, completing repair documentation, giving originals to customers and completing customer repair register</li> <li>• Follow up with vendors and update customers on all outstanding repairs.</li> <li>• Adhere to the business policies and procedures for all customer repairs</li> </ul>									
<b><u>Requirements:</u></b>									
<ul style="list-style-type: none"> <li>• Grade 12</li> <li>• Relevant retail experience</li> <li>• Ability to provide good customer service.</li> <li>• Ability to make follow ups with vendors and update customers.</li> <li>• Good telephonic skills.</li> <li>• Be able to communicate at the correct level</li> </ul>									
<b>Application closing date: 1 July 2020</b>									

<b>Contact person for further information about this vacancy/forwarding of application:</b>	
<b>Name:</b>	<i>Ntombi Mazibuko</i>
<b>Fax:</b>	
<b>e-mail:</b>	<i>Ntombi.mazibuko@builders.co.za</i>

<b>Division/Company</b>		<b>Massbuild</b>					
<b>Store format / Brand / Site</b>		<b>Builders Warehouse</b>					
<b>Department</b>		<b>Operations</b>					
<b>Location</b>		<b>Erasmus Park</b>					
<b>Position</b>		<b>Updater / Returns Clerk</b>					
<b><i>Builders Warehouse _ Operations _ Erasmus Park _ Updater / Returns Clerk</i></b>							
<b>EE</b>		<b>27 HR</b>		<b>40 HR flexi + benefits</b>	<b>x</b>	<b>PERM</b>	<b>DISABILITY</b>

**Functions / responsibilities:**

**Update all deliveries**

- Book in all deliveries received from normal vendors, couriers, direct deliveries, special orders and STO' from other branches on the system according to the laid down procedures (use manual process when system is off line)
- Register count printed in detail check register and issue blind count sheet to Back Office clerk
- Inform the Receiving Manager/HOD of any invalid orders prior to final check in
- Inform Receiving Manager/HOD of any stock discrepancies as per receiving process
- Park invoices reflecting claims ensuring that lines where claims are requested are identified so that vendors can investigate the claims.
- Complete all filing as per receiving process

**Maintain housekeeping standards:**

- Ensure that the receiving working area is kept clean and tidy
- Assist Receiving Manager/HOD with management of receiving areas
- Ensure that the returns cage is packed neatly per supplier
- Regularly check that boxes are flattened and disposed of as per policy
- Regularly check dustbins and skips for shelf edge labels or documentation that has been disposed of by store and report to Receiving and Asset protection Manager
- Print shelf edge labels for all goods receipts

**Assist with returns process**

- Collect stock from the refunds counter in line with company policies and procedures
- Ensure that all items brought to the returns cage by sales consultants are bar coded
- Transfer stock to the stock returns location and keep item/s in the returns cage ensuring that the returns cage is locked at all times.
- Store dangerous/ hazardous items correctly.
- Ensure company policy and procedures are adhered to
- Follow up with suppliers on an ongoing basis to ensure that stock is returned per company policies and standards
- Process the returns note on SAP when stock is uplifted and sign and file all copies of the returns note
- Report problematic suppliers to the Receiving Manager
- Conduct a weekly count on location S002 & S004 with security to verify theoretical stock to actual
- Transfer damaged items that cannot be returned to vendors to the damages cage S004

**Adhoc duties**

- Action transfer postings between various storage locations
- Ensure all filing is up to date
- Perform ad hoc duties as requested by the Receiving Manager

**Requirements:**

- Grade 12 / Matric essential
- Computer literate

- Excellent attention to detail
- Excellent interpersonal / communication skills
- Team Player
- Must have good attention to detail
- Manage time effectively
- Interpersonal Skills
- Good verbal and written communication
- Planning and Organising Skills
- Analyzing abilities

**Application closing date: 1 July 2020**

**Contact person for further information about this vacancy/forwarding of application:**

**Name:** *Ntombi Mazibuko*

**Fax:**

**e-mail:** *Ntombi.mazibuko@builders.co.za*

Division/Company		Massbuild							
Store format / Brand / Site		Builders Warehouse							
Department		Sales							
Location		Erasmus Park							
Position		Sales Consultant – Outdoor, Pool & Pets X3							
Builders Warehouse _ Sales _ Erasmus Park _ Sales Consultant – Outdoor, Pool & Pets X3									
EE		27 HR		40 HR flexi + benefits	x	PERM		DISABILITY	
<p>To provide specialised product knowledge to customers and to market the company through offering an effective, consistent service that translates into sales. Assist the Department Manager to maintain standards in the department, and improve staff product knowledge through sharing of experience.</p> <p><b>Functions / responsibilities:</b></p> <p><b>Achieve sales</b></p> <ul style="list-style-type: none"><li>• Ensure that you have general knowledge of your stock and products so that you can advise customers appropriately.</li><li>• Check that stockholding is “true” before finalising sales, as needed. Do not commit to deliveries – always confirm with dispatch.-“Never over promise ,and under deliver”</li><li>• Ensure you know and action the appropriate procedures for specials and out of stocks.</li><li>• Adhere to the standards of the selling skills course.</li><li>• Ensure that your department is always manned.</li><li>• Carry out after sales follow up.</li><li>• Always push for add-on sales to increase basket</li></ul> <p><b>Customer satisfaction</b></p> <ul style="list-style-type: none"><li>• Handle all customers according to the standards in the Interact with Customers course.</li><li>• Present a positive image to customers, acknowledge, approach and greet customers as required, understand their special needs and respond to their queries as required</li><li>• Meet housekeeping requirements</li><li>• Answer telephone in appropriate manner and assist customers</li><li>• Timeous feedback to customers according to sunset rules</li></ul> <p><b>Be accountable for stock</b></p> <ul style="list-style-type: none"><li>• Always be in and around your allocated shelves to prevent theft and breakages.</li><li>• Be aware of your stock situation (fast sellers, slow lines, overstocks, out of stocks, low stock levels).</li><li>• Give feedback to the Department Manager or Replenishment Manager.</li><li>• Conduct stock counts accurately as required on a regular basis.</li><li>• Where stock items are not on RPL, recommend order quantities to the Department Manager/ Replenishment Manager</li><li>• Remove damaged or incomplete items from the floor, report them to the Department Manager and take them to the appropriate place for damages, where they can be recorded and correctly processed.</li><li>• Confirm with Department Manager or Replenishment Manager for STO's from a different site.</li><li>• Ensure article code match description before processing</li></ul> <p><b>Merchandise stock and maintain standards</b></p> <ul style="list-style-type: none"><li>• Merchandise stock according to the required operational standards and as per the standards in the “Through the eyes of the customer” manual.</li><li>• Maintain operational standards (ticketing, stock availability, service levels, pricing, promotional planning and execution, stock counts, staff dress code, safety, customer service levels) in the department as required.</li><li>• Ensure aisles are always clear of stock and merchandised by the end of the day.</li><li>• Ensure that the retail floor is faced up at end of each day – this ensures departments are neat and tidy for next day's trade</li><li>• Ensure compliance to safety requirements</li><li>• Comply to CPA legislation</li></ul>									
<b>Requirements:</b>									

- Grade 12
- 2 – 3 Years retail sales experience in a hardware environment
- Computer literate in MS Word, Excel, SAP (an advantage)
- Product knowledge
- Selling skills
- Team Player
- Communication skills
- Perform under pressure
- Adaptability

**Application closing date: 1 July 2020**

**Contact person for further information about this vacancy/forwarding of application:**

**Name:** *Ntombi Mazibuko*

**Fax:**

**e-mail:** *Ntombi.mazibuko@builders.co.za*

Division/Company		Massbuild					
Store format / Brand / Site		Builders Warehouse					
Department		Sales					
Location		Erasmus Park					
Position		Sales Consultant – Flooring Solutions X3					
<b>Builders Warehouse _ Sales _ Erasmus Park _ Sales Consultant – Flooring Solutions X3</b>							
EE		27 HR		40 HR flexi + benefits	x	PERM	DISABILITY

**Functions / responsibilities:**

To provide specialised product knowledge to customers and to market the company through offering an effective, consistent service that translates into sales. Assist the Department Manager to maintain standards in the department, and improve staff product knowledge through sharing of experience.

**Achieve sales**

- Ensure that you have general knowledge of your stock and products so that you can advise customers appropriately.
- Check that stockholding is “true” before finalising sales, as needed. Do not commit to deliveries – always confirm with dispatch.-“Never over promise ,and under deliver”
- Ensure you know and action the appropriate procedures for specials and out of stocks.
- Adhere to the standards of the selling skills course.
- Ensure that your department is always manned.
- Carry out after sales follow up.
- Always push for add-on sales to increase basket

**Customer satisfaction**

- Handle all customers according to the standards in the Interact with Customers course.
- Present a positive image to customers, acknowledge, approach and greet customers as required, understand their special needs and respond to their queries as required
- Meet housekeeping requirements
- Answer telephone in appropriate manner and assist customers
- Timeous feedback to customers according to sunset rules

**Be accountable for stock**

- Always be in and around your allocated shelves to prevent theft and breakages.
- Be aware of your stock situation (fast sellers, slow lines, overstocks, out of stocks, low stock levels).
- Give feedback to the Department Manager or Replenishment Manager.
- Conduct stock counts accurately as required on a regular basis.
- Where stock items are not on RPL, recommend order quantities to the Department Manager/ Replenishment Manager
- Remove damaged or incomplete items from the floor, report them to the Department Manager and take them to the appropriate place for damages, where they can be recorded and correctly processed.
- Confirm with Department Manager or Replenishment Manager for STO's from a different site.
- Ensure article code match description before processing

**Merchandise stock and maintain standards**

- Merchandise stock according to the required operational standards and as per the standards in the “Through the eyes of the customer” manual.
- Maintain operational standards (ticketing, stock availability, service levels, pricing, promotional planning and execution, stock counts, staff dress code, safety, customer service levels) in the department as required.
- Ensure aisles are always clear of stock and merchandised by the end of the day.
- Ensure that the retail floor is faced up at end of each day – this ensures departments are neat and tidy for next day's trade
- Ensure compliance to safety requirements
- Comply to CPA legislation



**Requirements:**

- Grade 12
- 2 – 3 Years retail sales experience in a hardware environment
- Good understanding of the properties and application of DIY merchandise/ tools and products in carpet
- Computer literate in MS Word, Excel, SAP (an advantage)
- Product knowledge
- Selling skills
- Team Player
- Communication skills
- Perform under pressure
- Adaptability

**Application closing date: 1 July 2020**

**Contact person for further information about this vacancy/forwarding of application:**

<b>Name:</b>	<b>Ntombi Mazibuko</b>
<b>Fax:</b>	
<b>e-mail:</b>	<b>Ntombi.mazibuko@builders.co.za</b>

<b>Division/Company</b>		<b>Massbuild</b>					
<b>Store format / Brand / Site</b>		<b>Builders Warehouse</b>					
<b>Department</b>		<b>Sales</b>					
<b>Location</b>		<b>Erasmus Park</b>					
<b>Position</b>		<b>Sales Consultant – Garden &amp; Nursery X4</b>					
<b>Builders Warehouse _ Sales _ Erasmus Park _ Sales Consultant – Garden &amp; Nursery X4</b>							
EE		27 HR	40 HR flexi + benefits	x	PERM		DISABILITY
<p><b><u>Functions / responsibilities:</u></b></p> <p>To provide specialised product knowledge to customers and to market the company through offering an effective, consistent service that translates into sales. Assist the Department Manager to maintain standards in the department, and improve staff product knowledge through sharing of experience.</p> <p><b>Achieve sales</b></p> <ul style="list-style-type: none"> <li>• Ensure that you have general knowledge of your stock and products so that you can advise customers appropriately.</li> <li>• Check that stockholding is “true” before finalising sales, as needed. Do not commit to deliveries – always confirm with dispatch.-“Never over promise ,and under deliver”</li> <li>• Ensure you know and action the appropriate procedures for specials and out of stocks.</li> <li>• Adhere to the standards of the selling skills course.</li> <li>• Ensure that your department is always manned.</li> <li>• Carry out after sales follow up.</li> <li>• Always push for add-on sales to increase basket</li> </ul> <p><b>Customer satisfaction</b></p> <ul style="list-style-type: none"> <li>• Handle all customers according to the standards in the Interact with Customers course.</li> <li>• Present a positive image to customers, acknowledge, approach and greet customers as required, understand their special needs and respond to their queries as required</li> <li>• Meet housekeeping requirements</li> <li>• Answer telephone in appropriate manner and assist customers</li> <li>• Timeous feedback to customers according to sunset rules</li> </ul> <p><b>Be accountable for stock</b></p> <ul style="list-style-type: none"> <li>• Always be in and around your allocated shelves to prevent theft and breakages.</li> <li>• Be aware of your stock situation (fast sellers, slow lines, overstocks, out of stocks, low stock levels).</li> <li>• Give feedback to the Department Manager or Replenishment Manager.</li> <li>• Conduct stock counts accurately as required on a regular basis.</li> <li>• Where stock items are not on RPL, recommend order quantities to the Department Manager/ Replenishment Manager</li> <li>• Remove damaged or incomplete items from the floor, report them to the Department Manager and take them to the appropriate place for damages, where they can be recorded and correctly processed.</li> <li>• Confirm with Department Manager or Replenishment Manager for STO's from a different site.</li> <li>• Ensure article code match description before processing</li> </ul> <p><b>Merchandise stock and maintain standards</b></p> <ul style="list-style-type: none"> <li>• Merchandise stock according to the required operational standards and as per the standards in the “Through the eyes of the customer” manual.</li> <li>• Maintain operational standards (ticketing, stock availability, service levels, pricing, promotional planning and execution, stock counts, staff dress code, safety, customer service levels) in the department as required.</li> <li>• Ensure aisles are always clear of stock and merchandised by the end of the day.</li> <li>• Ensure that the retail floor is faced up at end of each day – this ensures departments are neat and tidy for next day's trade</li> <li>• Ensure compliance to safety requirements</li> <li>• Comply to CPA legislation</li> </ul>							

<b>Requirements:</b>	
<ul style="list-style-type: none"> <li>• Grade 12</li> <li>• 2 – 3 Years retail sales experience in a hardware environment</li> <li>• Computer literate in MS Word, Excel, SAP (an advantage)</li> <li>• Product knowledge (In depth knowledge of relevant merchandise/plants, etc.)</li> <li>• Selling skills</li> <li>• Team Player</li> <li>• Communication skills</li> <li>• Perform under pressure</li> <li>• Adaptability</li> </ul>	
<b>Application closing date: 1 July 2020</b>	
<b>Contact person for further information about this vacancy/forwarding of application:</b>	
<b>Name:</b>	<b>Ntombi Mazibuko</b>
<b>Fax:</b>	
<b>e-mail:</b>	<b>Ntombi.mazibuko@builders.co.za</b>

Division/Company	Massbuild
Store format / Brand / Site	Builders Warehouse
Department	Sales
Location	Erasmus Park
Position	Sales Consultant – Hardware X4

**Builders Warehouse \_ Sales \_ Erasmus Park \_ Sales Consultant – Hardware X4**

EE		27 HR		40 HR flexi + benefits	x	PERM		DISABILITY	
----	--	-------	--	---------------------------	---	------	--	------------	--

**Functions / responsibilities:**

To provide specialised product knowledge to customers and to market the company through offering an effective, consistent service that translates into sales. Assist the Department Manager to maintain standards in the department, and improve staff product knowledge through sharing of experience.

**Achieve sales**

- Ensure that you have general knowledge of your stock and products so that you can advise customers appropriately.
- Check that stockholding is “true” before finalising sales, as needed. Do not commit to deliveries – always confirm with dispatch.-“Never over promise ,and under deliver”
- Ensure you know and action the appropriate procedures for specials and out of stocks.
- Adhere to the standards of the selling skills course.
- Ensure that your department is always manned.
- Carry out after sales follow up.
- Always push for add-on sales to increase basket

**Customer satisfaction**

- Handle all customers according to the standards in the Interact with Customers course.
- Present a positive image to customers, acknowledge, approach and greet customers as required, understand their special needs and respond to their queries as required
- Meet housekeeping requirements
- Answer telephone in appropriate manner and assist customers
- Timeous feedback to customers according to sunset rules

**Be accountable for stock**

- Always be in and around your allocated shelves to prevent theft and breakages.
- Be aware of your stock situation (fast sellers, slow lines, overstocks, out of stocks, low stock levels).
- Give feedback to the Department Manager or Replenishment Manager.
- Conduct stock counts accurately as required on a regular basis.
- Where stock items are not on RPL, recommend order quantities to the Department Manager/ Replenishment Manager
- Remove damaged or incomplete items from the floor, report them to the Department Manager and take them to the appropriate place for damages, where they can be recorded and correctly processed.
- Confirm with Department Manager or Replenishment Manager for STO's from a different site.
- Ensure article code match description before processing

**Merchandise stock and maintain standards**

- Merchandise stock according to the required operational standards and as per the standards in the “Through the eyes of the customer” manual.
- Maintain operational standards (ticketing, stock availability, service levels, pricing, promotional planning and execution, stock counts, staff dress code, safety, customer service levels) in the department as required.
- Ensure aisles are always clear of stock and merchandised by the end of the day.
- Ensure that the retail floor is faced up at end of each day – this ensures departments are neat and tidy for next day's trade
- Ensure compliance to safety requirements
- Comply to CPA legislation

<p><b><u>Requirements:</u></b></p> <ul style="list-style-type: none"> <li>• Grade 12</li> <li>• 2 – 3 Years retail sales experience in a hardware environment</li> <li>• Computer literate in MS Word, Excel, SAP (an advantage)</li> <li>• Product knowledge</li> <li>• Selling skills</li> <li>• Team Player</li> <li>• Communication skills</li> <li>• Perform under pressure</li> <li>• Adaptability</li> </ul>	
<p><b>Application closing date: 1 July 2020</b></p>	
<p><b>Contact person for further information about this vacancy/forwarding of application:</b></p>	
<b>Name:</b>	<b>Ntombi Mazibuko</b>
<b>Fax:</b>	
<b>e-mail:</b>	<b>Ntombi.mazibuko@builders.co.za</b>

Division/Company		Massbuild					
Store format / Brand / Site		Builders Warehouse					
Department		Sales					
Location		Erasmus Park					
Position		Sales Consultant – Nuts & Bolts					
<b>Builders Warehouse _ Sales _ Erasmus Park _ Sales Consultant – Nuts &amp; Bolts</b>							
EE		27 HR		40 HR flexi + benefits	x	PERM	DISABILITY
<p><b>Functions / responsibilities:</b></p> <p>To provide specialised product knowledge to customers and to market the company through offering an effective, consistent service that translates into sales. Assist the Department Manager to maintain standards in the department, and improve staff product knowledge through sharing of experience.</p> <p><b>Achieve sales</b></p> <ul style="list-style-type: none"> <li>• Ensure that you have general knowledge of your stock and products so that you can advise customers appropriately.</li> <li>• Check that stockholding is “true” before finalising sales, as needed. Do not commit to deliveries – always confirm with dispatch.-“Never over promise ,and under deliver”</li> <li>• Ensure you know and action the appropriate procedures for specials and out of stocks.</li> <li>• Adhere to the standards of the selling skills course.</li> <li>• Ensure that your department is always manned.</li> <li>• Carry out after sales follow up.</li> <li>• Always push for add-on sales to increase basket</li> </ul> <p><b>Customer satisfaction</b></p> <ul style="list-style-type: none"> <li>• Handle all customers according to the standards in the Interact with Customers course.</li> <li>• Present a positive image to customers, acknowledge, approach and greet customers as required, understand their special needs and respond to their queries as required</li> <li>• Meet housekeeping requirements</li> <li>• Answer telephone in appropriate manner and assist customers</li> <li>• Timeous feedback to customers according to sunset rules</li> </ul> <p><b>Be accountable for stock</b></p> <ul style="list-style-type: none"> <li>• Always be in and around your allocated shelves to prevent theft and breakages.</li> <li>• Be aware of your stock situation (fast sellers, slow lines, overstocks, out of stocks, low stock levels).</li> <li>• Give feedback to the Department Manager or Replenishment Manager.</li> <li>• Conduct stock counts accurately as required on a regular basis.</li> <li>• Where stock items are not on RPL, recommend order quantities to the Department Manager/ Replenishment Manager</li> <li>• Remove damaged or incomplete items from the floor, report them to the Department Manager and take them to the appropriate place for damages, where they can be recorded and correctly processed.</li> <li>• Confirm with Department Manager or Replenishment Manager for STO's from a different site.</li> <li>• Ensure article code match description before processing</li> </ul> <p><b>Merchandise stock and maintain standards</b></p> <ul style="list-style-type: none"> <li>• Merchandise stock according to the required operational standards and as per the standards in the “Through the eyes of the customer” manual.</li> <li>• Maintain operational standards (ticketing, stock availability, service levels, pricing, promotional planning and execution, stock counts, staff dress code, safety, customer service levels) in the department as required.</li> <li>• Ensure aisles are always clear of stock and merchandised by the end of the day.</li> <li>• Ensure that the retail floor is faced up at end of each day – this ensures departments are neat and tidy for next day's trade</li> <li>• Ensure compliance to safety requirements</li> <li>• Comply to CPA legislation</li> </ul>							

**Requirements:**

- Grade 12
- 2 – 3 Years retail sales experience in a hardware environment
- Computer literate in MS Word, Excel, SAP (an advantage)
- Product knowledge
- Selling skills
- Team Player
- Communication skills
- Perform under pressure
- Adaptability

**Application closing date: 1 July 2020**

**Contact person for further information about this vacancy/forwarding of application:**

<b>Name:</b>	<b>Ntombi Mazibuko</b>
<b>Fax:</b>	
<b>e-mail:</b>	<b>Ntombi.mazibuko@builders.co.za</b>

Division/Company		Massbuild					
Store format / Brand / Site		Builders Warehouse					
Department		Sales					
Location		Erasmus Park					
Position		Sales Consultant – Sanitaryware X2					
<b>Builders Warehouse _ Sales _ Erasmus Park _ Sales Consultant – Sanitaryware X2</b>							
EE		27 HR		40 HR flexi + benefits	x	PERM	DISABILITY

**Functions / responsibilities:**

To provide specialised product knowledge to customers and to market the company through offering an effective, consistent service that translates into sales. Assist the Department Manager to maintain standards in the department, and improve staff product knowledge through sharing of experience.

**Achieve sales**

- Ensure that you have general knowledge of your stock and products so that you can advise customers appropriately.
- Check that stockholding is “true” before finalising sales, as needed. Do not commit to deliveries – always confirm with dispatch.-“Never over promise ,and under deliver”
- Ensure you know and action the appropriate procedures for specials and out of stocks.
- Adhere to the standards of the selling skills course.
- Ensure that your department is always manned.
- Carry out after sales follow up.
- Always push for add-on sales to increase basket

**Customer satisfaction**

- Handle all customers according to the standards in the Interact with Customers course.
- Present a positive image to customers, acknowledge, approach and greet customers as required, understand their special needs and respond to their queries as required
- Meet housekeeping requirements
- Answer telephone in appropriate manner and assist customers
- Timeous feedback to customers according to sunset rules

**Be accountable for stock**

- Always be in and around your allocated shelves to prevent theft and breakages.
- Be aware of your stock situation (fast sellers, slow lines, overstocks, out of stocks, low stock levels).
- Give feedback to the Department Manager or Replenishment Manager.
- Conduct stock counts accurately as required on a regular basis.
- Where stock items are not on RPL, recommend order quantities to the Department Manager/ Replenishment Manager
- Remove damaged or incomplete items from the floor, report them to the Department Manager and take them to the appropriate place for damages, where they can be recorded and correctly processed.
- Confirm with Department Manager or Replenishment Manager for STO's from a different site.
- Ensure article code match description before processing

**Merchandise stock and maintain standards**

- Merchandise stock according to the required operational standards and as per the standards in the “Through the eyes of the customer” manual.
- Maintain operational standards (ticketing, stock availability, service levels, pricing, promotional planning and execution, stock counts, staff dress code, safety, customer service levels) in the department as required.
- Ensure aisles are always clear of stock and merchandised by the end of the day.
- Ensure that the retail floor is faced up at end of each day – this ensures departments are neat and tidy for next day's trade
- Ensure compliance to safety requirements
- Comply to CPA legislation



**Requirements:**

- Grade 12
- 2 – 3 Years retail sales experience in a hardware environment
- Computer literate in MS Word, Excel, SAP (an advantage)
- Product knowledge (In depth knowledge of relevant merchandise/plumbing, etc)
- Selling skills
- Team Player
- Communication skills
- Perform under pressure
- Adaptability

**Application closing date: 1 July 2020**

**Contact person for further information about this vacancy/forwarding of application:**

<b>Name:</b>	<b>Ntombi Mazibuko</b>
<b>Fax:</b>	
<b>e-mail:</b>	<b>Ntombi.mazibuko@builders.co.za</b>

Division/Company	Massbuild
Store format / Brand / Site	Builders Warehouse
Department	Sales
Location	Erasmus Park
Position	Sales Consultant – Tools X4

**Builders Warehouse \_ Sales \_ Erasmus Park \_ Sales Consultant – Tools X4**

EE		27 HR		40 HR flexi + benefits	x	PERM		DISABILITY	
----	--	-------	--	---------------------------	---	------	--	------------	--

**Functions / responsibilities:**

To provide specialised product knowledge to customers and to market the company through offering an effective, consistent service that translates into sales. Assist the Department Manager to maintain standards in the department, and improve staff product knowledge through sharing of experience.

**Achieve sales**

- Ensure that you have general knowledge of your stock and products so that you can advise customers appropriately.
- Check that stockholding is “true” before finalising sales, as needed. Do not commit to deliveries – always confirm with dispatch.-“Never over promise ,and under deliver”
- Ensure you know and action the appropriate procedures for specials and out of stocks.
- Adhere to the standards of the selling skills course.
- Ensure that your department is always manned.
- Carry out after sales follow up.
- Always push for add-on sales to increase basket

**Customer satisfaction**

- Handle all customers according to the standards in the Interact with Customers course.
- Present a positive image to customers, acknowledge, approach and greet customers as required, understand their special needs and respond to their queries as required
- Meet housekeeping requirements
- Answer telephone in appropriate manner and assist customers
- Timeous feedback to customers according to sunset rules

**Be accountable for stock**

- Always be in and around your allocated shelves to prevent theft and breakages.
- Be aware of your stock situation (fast sellers, slow lines, overstocks, out of stocks, low stock levels).
- Give feedback to the Department Manager or Replenishment Manager.
- Conduct stock counts accurately as required on a regular basis.
- Where stock items are not on RPL, recommend order quantities to the Department Manager/ Replenishment Manager
- Remove damaged or incomplete items from the floor, report them to the Department Manager and take them to the appropriate place for damages, where they can be recorded and correctly processed.
- Confirm with Department Manager or Replenishment Manager for STO's from a different site.
- Ensure article code match description before processing

**Merchandise stock and maintain standards**

- Merchandise stock according to the required operational standards and as per the standards in the “Through the eyes of the customer” manual.
- Maintain operational standards (ticketing, stock availability, service levels, pricing, promotional planning and execution, stock counts, staff dress code, safety, customer service levels) in the department as required.
- Ensure aisles are always clear of stock and merchandised by the end of the day.
- Ensure that the retail floor is faced up at end of each day – this ensures departments are neat and tidy for next day's trade
- Ensure compliance to safety requirements
- Comply to CPA legislation

<p><b><u>Requirements:</u></b></p> <ul style="list-style-type: none"> <li>• Grade 12</li> <li>• 2 – 3 Years retail sales experience in a hardware environment</li> <li>• Computer literate in MS Word, Excel, SAP (an advantage)</li> <li>• Product knowledge (In depth knowledge of relevant merchandise/hand and powertools, etc.)</li> <li>• Selling skills</li> <li>• Team Player</li> <li>• Communication skills</li> <li>• Perform under pressure</li> <li>• Adaptability</li> </ul>	
<p><b>Application closing date: 1 July 2020</b></p>	
<p><b>Contact person for further information about this vacancy/forwarding of application:</b></p>	
<b>Name:</b>	<b>Ntombi Mazibuko</b>
<b>Fax:</b>	
<b>e-mail:</b>	<b>Ntombi.mazibuko@builders.co.za</b>

Division/Company		Massbuild					
Store format / Brand / Site		Builders Warehouse					
Department		Sales					
Location		Erasmus Park					
Position		Sales Consultant – Electrical X4					
<b>Builders Warehouse _ Sales _ Erasmus Park _ Sales Consultant – Electrical X4</b>							
EE		27 HR		40 HR flexi + benefits	x	PERM	DISABILITY
<p><b>Functions / responsibilities:</b></p> <p>To provide specialised product knowledge to customers and to market the company through offering an effective, consistent service that translates into sales. Assist the Department Manager to maintain standards in the department, and improve staff product knowledge through sharing of experience.</p> <p><b>Achieve sales</b></p> <ul style="list-style-type: none"> <li>• Ensure that you have general knowledge of your stock and products so that you can advise customers appropriately.</li> <li>• Check that stockholding is “true” before finalising sales, as needed. Do not commit to deliveries – always confirm with dispatch.-“Never over promise ,and under deliver”</li> <li>• Ensure you know and action the appropriate procedures for specials and out of stocks.</li> <li>• Adhere to the standards of the selling skills course.</li> <li>• Ensure that your department is always manned.</li> <li>• Carry out after sales follow up.</li> <li>• Always push for add-on sales to increase basket</li> </ul> <p><b>Customer satisfaction</b></p> <ul style="list-style-type: none"> <li>• Handle all customers according to the standards in the Interact with Customers course.</li> <li>• Present a positive image to customers, acknowledge, approach and greet customers as required, understand their special needs and respond to their queries as required</li> <li>• Meet housekeeping requirements</li> <li>• Answer telephone in appropriate manner and assist customers</li> <li>• Timeous feedback to customers according to sunset rules</li> </ul> <p><b>Be accountable for stock</b></p> <ul style="list-style-type: none"> <li>• Always be in and around your allocated shelves to prevent theft and breakages.</li> <li>• Be aware of your stock situation (fast sellers, slow lines, overstocks, out of stocks, low stock levels).</li> <li>• Give feedback to the Department Manager or Replenishment Manager.</li> <li>• Conduct stock counts accurately as required on a regular basis.</li> <li>• Where stock items are not on RPL, recommend order quantities to the Department Manager/ Replenishment Manager</li> <li>• Remove damaged or incomplete items from the floor, report them to the Department Manager and take them to the appropriate place for damages, where they can be recorded and correctly processed.</li> <li>• Confirm with Department Manager or Replenishment Manager for STO's from a different site.</li> <li>• Ensure article code match description before processing</li> </ul> <p><b>Merchandise stock and maintain standards</b></p> <ul style="list-style-type: none"> <li>• Merchandise stock according to the required operational standards and as per the standards in the “Through the eyes of the customer” manual.</li> <li>• Maintain operational standards (ticketing, stock availability, service levels, pricing, promotional planning and execution, stock counts, staff dress code, safety, customer service levels) in the department as required.</li> <li>• Ensure aisles are always clear of stock and merchandised by the end of the day.</li> <li>• Ensure that the retail floor is faced up at end of each day – this ensures departments are neat and tidy for next day's trade</li> <li>• Ensure compliance to safety requirements</li> <li>• Comply to CPA legislation</li> </ul>							

**Requirements:**

- Grade 12
- 2 – 3 Years retail sales experience in a hardware environment
- Computer literate in MS Word, Excel, SAP (an advantage)
- Product knowledge (In depth knowledge of relevant merchandise/electrical, etc.)
- Selling skills
- Team Player
- Communication skills
- Perform under pressure
- Adaptability

**Application closing date: 1 July 2020**

**Contact person for further information about this vacancy/forwarding of application:**

<b>Name:</b>	<b>Ntombi Mazibuko</b>
<b>Fax:</b>	
<b>e-mail:</b>	<b>Ntombi.mazibuko@builders.co.za</b>

Division/Company		Massbuild					
Store format / Brand / Site		Builders Warehouse					
Department		Sales					
Location		Erasmus Park					
Position		Sales Consultant – Major Appliances X2					
<b>Builders Warehouse _ Sales _ Erasmus Park _ Sales Consultant – Major Appliances X2</b>							
EE		27 HR		40 HR flexi + benefits	x	PERM	DISABILITY
<p><b>Functions / responsibilities:</b></p> <p>To provide specialised product knowledge to customers and to market the company through offering an effective, consistent service that translates into sales. Assist the Department Manager to maintain standards in the department, and improve staff product knowledge through sharing of experience.</p> <p><b>Achieve sales</b></p> <ul style="list-style-type: none"> <li>• Ensure that you have general knowledge of your stock and products so that you can advise customers appropriately.</li> <li>• Check that stockholding is “true” before finalising sales, as needed. Do not commit to deliveries – always confirm with dispatch.-“Never over promise ,and under deliver”</li> <li>• Ensure you know and action the appropriate procedures for specials and out of stocks.</li> <li>• Adhere to the standards of the selling skills course.</li> <li>• Ensure that your department is always manned.</li> <li>• Carry out after sales follow up.</li> <li>• Always push for add-on sales to increase basket</li> </ul> <p><b>Customer satisfaction</b></p> <ul style="list-style-type: none"> <li>• Handle all customers according to the standards in the Interact with Customers course.</li> <li>• Present a positive image to customers, acknowledge, approach and greet customers as required, understand their special needs and respond to their queries as required</li> <li>• Meet housekeeping requirements</li> <li>• Answer telephone in appropriate manner and assist customers</li> <li>• Timeous feedback to customers according to sunset rules</li> </ul> <p><b>Be accountable for stock</b></p> <ul style="list-style-type: none"> <li>• Always be in and around your allocated shelves to prevent theft and breakages.</li> <li>• Be aware of your stock situation (fast sellers, slow lines, overstocks, out of stocks, low stock levels).</li> <li>• Give feedback to the Department Manager or Replenishment Manager.</li> <li>• Conduct stock counts accurately as required on a regular basis.</li> <li>• Where stock items are not on RPL, recommend order quantities to the Department Manager/ Replenishment Manager</li> <li>• Remove damaged or incomplete items from the floor, report them to the Department Manager and take them to the appropriate place for damages, where they can be recorded and correctly processed.</li> <li>• Confirm with Department Manager or Replenishment Manager for STO's from a different site.</li> <li>• Ensure article code match description before processing</li> </ul> <p><b>Merchandise stock and maintain standards</b></p> <ul style="list-style-type: none"> <li>• Merchandise stock according to the required operational standards and as per the standards in the “Through the eyes of the customer” manual.</li> <li>• Maintain operational standards (ticketing, stock availability, service levels, pricing, promotional planning and execution, stock counts, staff dress code, safety, customer service levels) in the department as required.</li> <li>• Ensure aisles are always clear of stock and merchandised by the end of the day.</li> <li>• Ensure that the retail floor is faced up at end of each day – this ensures departments are neat and tidy for next day's trade</li> <li>• Ensure compliance to safety requirements</li> <li>• Comply to CPA legislation</li> </ul>							

**Requirements:**

- Grade 12
- 2 -3 years' experience in Major Appliances, with exceptional knowledge of products and their applications
- Computer literate in MS Word, Excel, SAP (an advantage)
- Product knowledge
- Selling skills
- Team Player
- Communication skills
- Perform under pressure
- Adaptability

**Application closing date: 1 July 2020**

**Contact person for further information about this vacancy/forwarding of application:**

<b>Name:</b>	<b>Ntombi Mazibuko</b>
<b>Fax:</b>	
<b>e-mail:</b>	<b>Ntombi.mazibuko@builders.co.za</b>

Division/Company	Massbuild
Store format / Brand / Site	Builders Warehouse
Department	Sales
Location	Erasmus Park
Position	Sales Consultant – Paint X4

**Builders Warehouse \_ Sales \_ Erasmus Park \_ Sales Consultant – Paint X4**

EE		27 HR		40 HR flexi + benefits	x	PERM		DISABILITY	
----	--	-------	--	---------------------------	---	------	--	------------	--

**Functions / responsibilities:**

To provide specialised product knowledge to customers and to market the company through offering an effective, consistent service that translates into sales. Assist the Department Manager to maintain standards in the department, and improve staff product knowledge through sharing of experience.

**Achieve sales**

- Ensure that you have general knowledge of your stock and products so that you can advise customers appropriately.
- Check that stockholding is “true” before finalising sales, as needed. Do not commit to deliveries – always confirm with dispatch.-“Never over promise ,and under deliver”
- Ensure you know and action the appropriate procedures for specials and out of stocks.
- Adhere to the standards of the selling skills course.
- Ensure that your department is always manned.
- Carry out after sales follow up.
- Always push for add-on sales to increase basket

**Customer satisfaction**

- Handle all customers according to the standards in the Interact with Customers course.
- Present a positive image to customers, acknowledge, approach and greet customers as required, understand their special needs and respond to their queries as required
- Meet housekeeping requirements
- Answer telephone in appropriate manner and assist customers
- Timeous feedback to customers according to sunset rules

**Be accountable for stock**

- Always be in and around your allocated shelves to prevent theft and breakages.
- Be aware of your stock situation (fast sellers, slow lines, overstocks, out of stocks, low stock levels).
- Give feedback to the Department Manager or Replenishment Manager.
- Conduct stock counts accurately as required on a regular basis.
- Where stock items are not on RPL, recommend order quantities to the Department Manager/ Replenishment Manager
- Remove damaged or incomplete items from the floor, report them to the Department Manager and take them to the appropriate place for damages, where they can be recorded and correctly processed.
- Confirm with Department Manager or Replenishment Manager for STO's from a different site.
- Ensure article code match description before processing

**Merchandise stock and maintain standards**

- Merchandise stock according to the required operational standards and as per the standards in the “Through the eyes of the customer” manual.
- Maintain operational standards (ticketing, stock availability, service levels, pricing, promotional planning and execution, stock counts, staff dress code, safety, customer service levels) in the department as required.
- Ensure aisles are always clear of stock and merchandised by the end of the day.
- Ensure that the retail floor is faced up at end of each day – this ensures departments are neat and tidy for next day's trade
- Ensure compliance to safety requirements
- Comply to CPA legislation



<p><b><u>Requirements:</u></b></p> <ul style="list-style-type: none"> <li>• Grade 12</li> <li>• 2 – 3 Years retail sales experience in a hardware environment</li> <li>• Computer literate in MS Word, Excel, SAP (an advantage)</li> <li>• Product knowledge (In depth knowledge of relevant merchandise/paint, etc.)</li> <li>• Selling skills</li> <li>• Team Player</li> <li>• Communication skills</li> <li>• Perform under pressure</li> <li>• Adaptability</li> </ul>	
<p><b>Application closing date: 1 July 2020</b></p>	
<p><b>Contact person for further information about this vacancy/forwarding of application:</b></p>	
<b>Name:</b>	<b>Ntombi Mazibuko</b>
<b>Fax:</b>	
<b>e-mail:</b>	<b>Ntombi.mazibuko@builders.co.za</b>

Division/Company		Massbuild					
Store format / Brand / Site		Builders Express					
Department		Sales					
Location		Cresta					
Position		Sales Consultant – Outdoor, Pool & Pets					
<b>Builders Express _ Sales _ Cresta _ Sales Consultant – Outdoor, Pool &amp; Pets</b>							
EE		27 HR		40 HR flexi + benefits	x	PERM	DISABILITY
<p><b>Functions / responsibilities:</b>          To provide specialised product knowledge to customers and to market the company through offering an effective, consistent service that translates into sales. Assist the HOD to maintain standards in the department, and improve staff product knowledge through sharing of experience.</p> <p><b>Achieve sales</b></p> <ul style="list-style-type: none"> <li>• Ensure that you have general knowledge of your stock and products so that you can advise customers appropriately.</li> <li>• Check that stockholding is “true” before finalising sales, as needed. Do not commit to deliveries – always confirm with dispatch.-“Never over promise ,and under deliver”</li> <li>• Ensure you know and action the appropriate procedures for specials and out of stocks.</li> <li>• Adhere to the standards of the selling skills course.</li> <li>• Ensure that your department is always manned.</li> <li>• Carry out after sales follow up.</li> <li>• Always push for add-on sales to increase basket</li> </ul> <p><b>Customer satisfaction</b></p> <ul style="list-style-type: none"> <li>• Handle all customers according to the standards in the Interact with Customers course.</li> <li>• Present a positive image to customers, acknowledge, approach and greet customers as required, understand their special needs and respond to their queries as required</li> <li>• Meet housekeeping requirements</li> <li>• Answer telephone in appropriate manner and assist customers</li> <li>• Timeous feedback to customers according to sunset rules</li> </ul> <p><b>Be accountable for stock</b></p> <ul style="list-style-type: none"> <li>• Always be in and around your allocated shelves to prevent theft and breakages.</li> <li>• Be aware of your stock situation (fast sellers, slow lines, overstocks, out of stocks, low stock levels).</li> <li>• Give feedback to the HOD or Replenishment HOD.</li> <li>• Conduct stock counts accurately as required on a regular basis.</li> <li>• Where stock items are not on RPL, recommend order quantities to the HOD/ replenishment HOD.</li> <li>• Remove damaged or incomplete items from the floor, report them to the HOD and take them to the appropriate place for damages, where they can be recorded and correctly processed.</li> <li>• Confirm with HOD or Replenishment HOD for STO's from a different site.</li> <li>• Ensure article code match description before processing</li> </ul> <p><b>Merchandise stock and maintain standards</b></p> <ul style="list-style-type: none"> <li>• Merchandise stock according to the required operational standards and as per the standards in the “Through the eyes of the customer” manual.</li> <li>• Maintain operational standards (ticketing, stock availability, service levels, pricing, promotional planning and execution, stock counts, staff dress code, safety, customer service levels) in the department as required.</li> <li>• Ensure aisles are always clear of stock and merchandised by the end of the day.</li> <li>• Ensure that the retail floor is faced up at end of each day – this ensures departments are neat and tidy for next day's trade</li> <li>• Ensure compliance to safety requirements</li> <li>• Comply to CPA legislation</li> </ul>							

<b>Requirements:</b>	
<ul style="list-style-type: none"> <li>• Grade 12</li> <li>• 2 – 3 Years retail sales experience in a hardware environment</li> <li>• Computer literate in MS Word, Excel, SAP (an advantage)</li> <li>• Product knowledge (In depth knowledge of relevant merchandise, etc.)</li> <li>• Selling skills</li> <li>• Team Player</li> <li>• Communication skills</li> <li>• Perform under pressure</li> <li>• Adaptability</li> </ul>	
<b>Application closing date: 1 July 2020</b>	
<b>Contact person for further information about this vacancy/forwarding of application:</b>	
<b>Name:</b>	<i>Denielle Goodison</i>
<b>Fax:</b>	
<b>e-mail:</b>	<i>denielle.goodison@builders.co.za</i>

Division/Company	Massbuild
Store format / Brand / Site	Builders Express
Department	Sales
Location	Cresta
Position	Sales Consultant – Paint

**Builders Express \_ Sales \_ Cresta \_ Sales Consultant – Paint**

EE		27 HR		40 HR flexi + benefits	x	PERM		DISABILITY	
----	--	-------	--	------------------------	---	------	--	------------	--

**Functions / responsibilities:**

To provide specialised product knowledge to customers and to market the company through offering an effective, consistent service that translates into sales. Assist the HOD to maintain standards in the department, and improve staff product knowledge through sharing of experience.

**Achieve sales**

- Ensure that you have general knowledge of your stock and products so that you can advise customers appropriately.
- Check that stockholding is “true” before finalising sales, as needed. Do not commit to deliveries – always confirm with dispatch.-“Never over promise ,and under deliver”
- Ensure you know and action the appropriate procedures for specials and out of stocks.
- Adhere to the standards of the selling skills course.
- Ensure that your department is always manned.
- Carry out after sales follow up.
- Always push for add-on sales to increase basket

**Customer satisfaction**

- Handle all customers according to the standards in the Interact with Customers course.
- Present a positive image to customers, acknowledge, approach and greet customers as required, understand their special needs and respond to their queries as required
- Meet housekeeping requirements
- Answer telephone in appropriate manner and assist customers
- Timeous feedback to customers according to sunset rules

**Be accountable for stock**

- Always be in and around your allocated shelves to prevent theft and breakages.
- Be aware of your stock situation (fast sellers, slow lines, overstocks, out of stocks, low stock levels).
- Give feedback to the HOD or Replenishment HOD.
- Conduct stock counts accurately as required on a regular basis.
- Where stock items are not on RPL, recommend order quantities to the HOD/ replenishment HOD.
- Remove damaged or incomplete items from the floor, report them to the HOD and take them to the appropriate place for damages, where they can be recorded and correctly processed.
- Confirm with HOD or Replenishment HOD for STO's from a different site.
- Ensure article code match description before processing

**Merchandise stock and maintain standards**

- Merchandise stock according to the required operational standards and as per the standards in the “Through the eyes of the customer” manual.
- Maintain operational standards (ticketing, stock availability, service levels, pricing, promotional planning and execution, stock counts, staff dress code, safety, customer service levels) in the department as required.
- Ensure aisles are always clear of stock and merchandised by the end of the day.
- Ensure that the retail floor is faced up at end of each day – this ensures departments are neat and tidy for next day's trade
- Ensure compliance to safety requirements
- Comply to CPA legislation

**Requirements:**

- Grade 12
- 2 – 3 Years retail sales experience in a hardware environment
- Computer literate in MS Word, Excel, SAP (an advantage)
- Product knowledge (In depth knowledge of relevant merchandise/paint, etc)
- Selling skills
- Team Player
- Communication skills
- Perform under pressure
- Adaptability

**Application closing date: 1 July 2020**

**Contact person for further information about this vacancy/forwarding of application:**

**Name:** *Denielle Goodison*

**Fax:**

**e-mail:** *denielle.goodison@builders.co.za*

Division/Company		Massbuild							
Store format / Brand / Site		Builders Express							
Department		Sales							
Location		Cresta							
Position		Sales Consultant X2							
Builders Express _ Sales _ Cresta _ Sales Consultant X2									
EE		27 HR		40 HR flexi + benefits	x	PERM		DISABILITY	
<b>Functions / responsibilities:</b> To provide specialised product knowledge to customers and to market the company through offering an effective, consistent service that translates into sales. Assist the HOD to maintain standards in the department, and improve staff product knowledge through sharing of experience.									
<b>Achieve sales</b> <ul style="list-style-type: none"><li>• Ensure that you have general knowledge of your stock and products so that you can advise customers appropriately.</li><li>• Check that stockholding is “true” before finalising sales, as needed. Do not commit to deliveries – always confirm with dispatch.-“Never over promise ,and under deliver”</li><li>• Ensure you know and action the appropriate procedures for specials and out of stocks.</li><li>• Adhere to the standards of the selling skills course.</li><li>• Ensure that your department is always manned.</li><li>• Carry out after sales follow up.</li><li>• Always push for add-on sales to increase basket</li></ul>									
<b>Customer satisfaction</b> <ul style="list-style-type: none"><li>• Handle all customers according to the standards in the Interact with Customers course.</li><li>• Present a positive image to customers, acknowledge, approach and greet customers as required, understand their special needs and respond to their queries as required</li><li>• Meet housekeeping requirements</li><li>• Answer telephone in appropriate manner and assist customers</li><li>• Timeous feedback to customers according to sunset rules</li></ul>									
<b>Be accountable for stock</b> <ul style="list-style-type: none"><li>• Always be in and around your allocated shelves to prevent theft and breakages.</li><li>• Be aware of your stock situation (fast sellers, slow lines, overstocks, out of stocks, low stock levels).</li><li>• Give feedback to the HOD or Replenishment HOD.</li><li>• Conduct stock counts accurately as required on a regular basis.</li><li>• Where stock items are not on RPL, recommend order quantities to the HOD/ replenishment HOD.</li><li>• Remove damaged or incomplete items from the floor, report them to the HOD and take them to the appropriate place for damages, where they can be recorded and correctly processed.</li><li>• Confirm with HOD or Replenishment HOD for STO's from a different site.</li><li>• Ensure article code match description before processing</li></ul>									
<b>Merchandise stock and maintain standards</b> <ul style="list-style-type: none"><li>• Merchandise stock according to the required operational standards and as per the standards in the “Through the eyes of the customer” manual.</li><li>• Maintain operational standards (ticketing, stock availability, service levels, pricing, promotional planning and execution, stock counts, staff dress code, safety, customer service levels) in the department as required.</li><li>• Ensure aisles are always clear of stock and merchandised by the end of the day.</li><li>• Ensure that the retail floor is faced up at end of each day – this ensures departments are neat and tidy for next day’s trade</li><li>• Ensure compliance to safety requirements</li><li>• Comply to CPA legislation</li></ul>									

**Requirements:**

- Grade 12
- 2 – 3 Years retail sales experience in a hardware environment
- Computer literate in MS Word, Excel, SAP (an advantage)
- Product knowledge
- Selling skills
- Team Player
- Communication skills
- Perform under pressure
- Adaptability

**Application closing date: 1 July 2020**

**Contact person for further information about this vacancy/forwarding of application:**

<b>Name:</b>	<i>Denielle Goodison</i>
<b>Fax:</b>	
<b>e-mail:</b>	<i>denielle.goodison@builders.co.za</i>

<b>Division/Company</b>		<b>Massbuild</b>					
<b>Store format / Brand / Site</b>		<b>Builders Express</b>					
<b>Department</b>		<b>Operations</b>					
<b>Location</b>		<b>Cresta</b>					
<b>Position</b>		<b>Service Assistant X2</b>					
<b>Builders Express _ Operations _ Cresta _ Service Assistant X2</b>							
EE		27 HR		40 HR flexi + benefits	x	PERM	DISABILITY
<p><b><u>Functions / responsibilities:</u></b></p> <p><b>Adhere to Company Policy and procedures</b></p> <ul style="list-style-type: none"> <li>Ensure that an ongoing understanding of company policies and procedures that affect the execution of your function</li> </ul> <p><b>Pick stock</b></p> <ul style="list-style-type: none"> <li>Wear BIBs to identify yourself with customers at all times</li> <li>Give attention to the quality and quantity of picked stock and advise your manager where the quality and/or quantity is incorrect</li> <li>Draw the correct stock according to the invoice/picking slip/cash sale in order to meet customer requirements.</li> </ul> <p><b>Load items – on/off delivery trucks/customers vehicles</b></p> <ul style="list-style-type: none"> <li>Load stock into customer vehicles/delivery vehicles or offload stock from customer vehicles/delivery vehicles</li> <li>Accompany delivery driver to deliver or collect or exchange stock as required</li> <li>Advise customers regarding of picked stock and indicate where stock is either unavailable or not of the correct standard</li> <li>Assist customers as efficiently as possible</li> </ul> <p><b>Satisfy internal and external customers</b></p> <ul style="list-style-type: none"> <li>Present a positive image to customers, acknowledge, approach and greet customers as required, understand their special needs and respond to their queries as require.</li> </ul> <p><b>Housekeeping:</b></p> <ul style="list-style-type: none"> <li>Maintain housekeeping standards by ensuring that internal and external yard is neat and tidy</li> <li>Ensure stock is packed in allocated areas</li> <li>Perform general cleaning duties</li> </ul> <p><b>Safety Awareness</b></p> <ul style="list-style-type: none"> <li>Wear correct PPE when picking high-rise stock and always be mindful with ladders and whenever you pick stock from high-rises</li> <li>Follow correct safety procedures</li> <li>Adhere to safety regulations when working with gas</li> </ul>							
<p><b><u>Requirements:</u></b></p> <ul style="list-style-type: none"> <li>Matric / Grade 12 essential</li> <li>Customer focus</li> <li>Helpful</li> <li>Physically able to perform lift bulk stock.</li> </ul>							
<b>Application closing date: 1 July 2020</b>							
<b>Contact person for further information about this vacancy/forwarding of application:</b>							
<b>Name:</b>	<b>Denielle Goodison</b>						
<b>Fax:</b>							
<b>e-mail:</b>	<b>denielle.goodison@builders.co.za</b>						



Division/Company		Massbuild					
Store format / Brand / Site		Builders Express					
Department		Operations					
Location		Cresta					
Position		Back Office Clerk 2					
Builders Express _ Operations _ Cresta _ Back Office Clerk 2							
EE		27 HR		40 HR flexi + benefits	x	PERM	DISABILITY
<p><b><u>Functions / responsibilities:</u></b></p> <p><b><u>Satisfy Internal / external customers:</u></b></p> <ul style="list-style-type: none"><li>• Present a positive image to customers, acknowledge, approach and greet customers as required, understand their special needs and respond to their queries as required</li><li>• Check customer remarks on documentation and follow up or escalate customer concerns ensuring that resolution has been achieved</li><li>• Ensure that correct goods are supplied/returned</li></ul> <p><b><u>Assist with Dispatch:</u></b></p> <ul style="list-style-type: none"><li>• Assist with the control of deliveries by ensuring that correct documentation has been handed to the driver and that the customer is notified of the delivery date and time</li><li>• Follow company policy and process for out of stocks and ensure that out of stock articles are processed as per the processes for both in store and online orders</li><li>• Reconcile the documentation correctly to the system reports daily and complete and file documentation daily including the filing of outstanding collections and partial collections</li><li>• Follow up on outstanding or non-scheduled deliveries daily</li><li>• Ensure that partial collections are correctly recorded as per the policy and follow up weekly</li></ul> <p><b><u>Assist with banking:</u></b></p> <ul style="list-style-type: none"><li>• Prepare and count floats, checking that seals are intact on coin boxes and that float money is correct</li><li>• Consolidate all paper work relating to banking process ensuring accuracy of information</li><li>• Verify the cashing up and balancing of cashiers according to process and ensure that cash is dropped in the presence of cashiers</li><li>• Follow up on shorts and overs and report them to the Admin Manager</li><li>• Attach printouts to each cashier's work and that problems/ mistakes are reported to the banking supervisor/Front End Department Manager</li><li>• Order change regularly from the bank for store to ensure store always has sufficient change at all times</li><li>• Ensure correct process is followed when handing cash over to CIT Company</li></ul> <p><b><u>Assist with LIV process</u></b></p> <ul style="list-style-type: none"><li>• Update parked invoices and obtain vendor invoices/ delivery notes attached to the relevant GR's, waybill, blind count sheets from the updater on an ongoing basis in order to perform LIV function throughout the day.</li><li>• Handle differences between GR value and invoice values appropriately and investigate the reasons for parked invoices</li><li>• Contact vendors where credit memos are required to clear GRIR account</li><li>• Attach credit note to original supplier invoice to reconcile purchase order value</li><li>• Report overcharges on invoice to Replenishment for investigation</li><li>• Ensure that all goods received have been LIV'd</li></ul> <p><b><u>Assist with receiving process</u></b></p> <ul style="list-style-type: none"><li>• Receive stock from suppliers and other stores with care and accuracy so as to avoid damages and breakages making sure that laid down receiving and STO processes are followed</li><li>• Ensure all stock is verified and checked against the invoice</li></ul>							

- Escalate discrepancies immediately to the Receiving Manager in order to rectify the issue (eg barcodes) so that stock can be received and sent to the Sales floor

**Requirements:**

- Grade 12 / Matric Essential
- 2-3 years' experience in retail environment preferably in dispatch/receiving/banking
- Computer literate
- Excellent attention to detail
- Excellent interpersonal / communication skills/ Team Player
- Must have good attention to detail
- Manage time effectively
- Interpersonal Skills
- Good verbal and written communication
- Planning and Organising Skills
- Analyzing abilities

**Application closing date: 1 July 2020**

**Contact person for further information about this vacancy/forwarding of application:**

<b>Name:</b>	<b>Denielle Goodison</b>
<b>Fax:</b>	
<b>e-mail:</b>	<b>denielle.goodison@builders.co.za</b>

<b>Division/Company</b>		<b>Massbuild</b>					
<b>Store format / Brand / Site</b>		<b>Builders Express</b>					
<b>Department</b>		<b>Frontline</b>					
<b>Location</b>		<b>Cresta</b>					
<b>Position</b>		<b>Retail Assistant X2</b>					
<b><i>Builders Express _ Frontline _ Cresta _ Retail Assistant X2</i></b>							
<b>EE</b>		<b>27 HR</b>		<b>40 HR flexi + benefits</b>	<b>x</b>	<b>PERM</b>	<b>DISABILITY</b>
<p><b><u>Functions / responsibilities:</u></b></p> <p><b>Satisfy internal and external customers</b></p> <ul style="list-style-type: none"> <li>Approach and greet customers as required when working on the floor and respond to their queries and requests according to our culture of service to customers</li> <li>Assist customers by taking them to a sales consultant who can provide them with in depth product knowledge and guidance</li> <li>Assist customers with price queries</li> <li>Report to Front End Manager and Sales Manager if barcodes for specific items are incorrect on the system so that they can be overridden on the system.</li> </ul> <p><b>Assist with cashiering</b></p> <ul style="list-style-type: none"> <li>Conduct cashiering duties as scheduled in order to reduce pressure on front line during peak trading times</li> <li>Prepare for till operation</li> <li>Understand all policies and procedures pertaining to handling cash floats and cashing up at the end of a shift</li> <li>Process all sales accurately and according to the laid down business processes</li> <li>Follow correct security procedures</li> <li>Cash up at the end of the day</li> <li>Carry out duties at the Information Desk</li> </ul> <p><b>Pick, pack and count stock</b></p> <ul style="list-style-type: none"> <li>Pack stock from the Receiving and Stock back up areas onto the sales floor on the correct shelves with the correct number of facings</li> <li>Inform the line manager where pricing tickets are missing so that these can be printed and placed</li> <li>Identify damaged stock and inform the line manager so that the necessary process can be implemented</li> <li>Carry out verbal orders/instructions from your line manager at all times and if not sure about how to carry out a task, request assistance from your line manager or other senior staff member</li> <li>Conduct stock counts in various departments as required and complete relevant documentation for the Stock Control team</li> <li>Assist customers with picking and packing stock in the despatch area</li> <li>Interact with customers in a professional and efficient manner</li> </ul> <p><b>Housekeeping:</b></p> <ul style="list-style-type: none"> <li>Maintain housekeeping standards by ensuring that aisles are neat and tidy and well merchandised according to the correct merchandising standards</li> <li>Ensure stock is packed in allocated areas as soon as possible so as not to be left in the aisles</li> </ul>							
<p><b><u>Requirements:</u></b></p> <ul style="list-style-type: none"> <li>Grade 12</li> <li>1-2 years related experience in a retail hardware environment</li> <li>Computer literate</li> <li>Strengthen Reputation and Local Involvement</li> <li>Ensure customer / Member_Centered Performance</li> </ul>							

- Ensure Execution and Achieve Results
- Ensure Planning and Improvement
- Network Internally and Externally
- Customer focus
- Helpful

**Application closing date: 1 July 2020**

**Contact person for further information about this vacancy/forwarding of application:**

**Name:** *Denielle Goodison*

**Fax:**

**e-mail:** *denielle.goodison@builders.co.za*

Division/Company		Massbuild							
Store format / Brand / Site		Builders Warehouse							
Department		Operations							
Location		Erasmus Park							
Position		Sales Consultant – Internal Yard X4							
Builders Warehouse _ Operations _ Erasmus Park _ Sales Consultant – Internal Yard X4									
EE		27 HR		40 HR flexi + benefits	x	PERM		DISABILITY	
<u>Functions / responsibilities</u>									
To provide specialised product knowledge to customers and to market the company through offering an effective, consistent service that translates into sales. Assist the Trade team to maintain standards in the department, and improve staff product knowledge through sharing of experience									
<b>Achieve Sales</b>									
<ul style="list-style-type: none"><li>• Ensure that you have general knowledge of your stock and products so that you can advise customers appropriately</li><li>• Check that stockholding is “true” before finalising sales, as needed. Do not commit to deliveries – always confirm with despatch.- Do not “over promise and under deliver”</li><li>• Generate quotations for customers as requested and follow up to convert into sales</li><li>• Process customer card payments if working in the yard area with a view to enhancing customer service Ensure you know and action the appropriate procedures for specials and out of stocks</li><li>• Adhere to the standards of the selling skills course</li><li>• Ensure that your department is always manned</li><li>• Carry out after sales follow up</li><li>• Always push for add-on sales to increase basket size</li></ul>									
<b>Customer Satisfaction</b>									
<ul style="list-style-type: none"><li>• Handle all customers according to the standards in the Interact with Customers course</li><li>• Present a positive image to customers, acknowledge, approach and greet customers as required</li><li>• Use specialised product knowledge to advise customers and understand their special needs and respond to their queries as required</li><li>• Meet housekeeping requirements</li><li>• Answer telephone in appropriate manner and assist customers</li><li>• Timeous feedback to customers according to sunset rules</li></ul>									
<b>Be accountable for stock</b>									
<ul style="list-style-type: none"><li>• Always be in and around your allocated department</li><li>• Be aware of your stock situation (fast sellers, slow lines, overstocks, out of stocks, low stock levels) and provide feedback to the Department Manager</li><li>• Conduct stock counts accurately as required on a regular basis</li><li>• Where stock items are not on RPL, recommend order quantities to the Trade Manager</li><li>• Remove damaged or incomplete items from the floor, report them to the Trade Manager and take them to the appropriate place for damages, where they can be recorded and correctly processed</li><li>• Confirm with Trade Manager STO's from a different site</li></ul>									
<b>Maintain stock and merchandise standards</b>									
<ul style="list-style-type: none"><li>• Merchandise stock according to the required operational standards and as per the standards in the “Through the eyes of the customer” manual</li><li>• Maintain operational standards (ticketing, stock availability, service levels, pricing, promotional planning and execution, stock counts, staff dress code, safety, customer service levels) in the department as required</li><li>• Ensure aisles are always clear of stock and merchandised by the end of the day</li><li>• Ensure that the retail floor is faced up at end of each day – this ensures departments are neat and tidy for next day's trade</li><li>• Ensure compliance to safety requirements</li></ul>									

- Comply to CPA legislation

**Requirements:**

- Grade 12
- 2 – 3 Years retail sales experience in a hardware environment
- Computer literate in MS Word, Excel, SAP (an advantage)
- Product Knowledge
- Selling skills
- Team Player
- Communication skills
- Perform under pressure
- Adaptability

**Application closing date: 1 July 2020**

**Contact person for further information about this vacancy/forwarding of application:**

<b>Name:</b>	<i>Denielle Goodison</i>
<b>Fax:</b>	
<b>e-mail:</b>	<i>denielle.goodison@builders.co.za</i>

Division/Company	Massbuild
Store format / Brand / Site	Builders Warehouse
Department	Operations
Location	Erasmus Park
Position	Service Assistant Timber / Glass Cutter X2

**Builders Warehouse \_ Operations \_ Erasmus Park \_ Service Assistant Timber / Glass Cutter X2**

EE		27 HR		40 HR flexi + benefits	x	PERM		DISABILITY	
----	--	-------	--	---------------------------	---	------	--	------------	--

**Functions / responsibilities:**

**Adhere to company policies and procedures**

- Ensure that an ongoing understanding of company policies and procedures that affect the execution of your function

**Pick Stock**

- Refer to picking slip to determine what cutting jobs have been scheduled and prioritize cutting jobs accordingly
- Documentation for cutting jobs to be attended to later to be placed in "Outstanding cutting/edging orders" file. This file to be cleared on daily basis
- Arrange for correct stock to be drawn according to the invoice/ picking slip/ cash sale.
- Check that there are no alterations on the invoice. Report alterations to the DM/ order coordinator.
- Check that the invoice has not yet been stamped by security.
- On completion of cutting job, place all documents into "completed" file
- Manage all off cuts accordingly
- Wear BIBs to identify yourself with customers at all times
- Give attention to the quality and quantity of picked stock and advise your manager where the quality and/or quantity is incorrect
- Draw the correct stock according to the invoice/picking slip/cash sale in order to meet customer requirements
- Carry out verbal orders/instructions from your line manager at all times and if not sure about how to carry out a task, request assistance from your line manager or other senior staff member

**Safety awareness**

- Adhere to safety regulations at all times.
- Wear safety goggles/masks when cutting glass, cutting timber, edging or similar. (Only trained personnel are allowed to cut glass, cut timber do edge banding).
- Ensure that the equipment is locked at all times when not in use.
- If applicable, keep your machine clean & well maintained, oil all moving parts daily as part of your morning check on the machine & keep the dust bag clean.
- Check your blade and report blunt blades at least 3 days before sharpening is needed.
- Keep the floor clean and do not allow customers near the machine.
- Report all faults to the DM/ trade sales manager.

**Load items on/ off vehicles**

- Load stock into customer vehicles/delivery vehicles or offload stock from customer vehicles/delivery vehicles
- Accompany delivery driver to deliver or collect or exchange stock as required
- Merchandise incoming stock in the right shelves in the store as required
- Advise customers regarding of picked stock and indicate where stock is either unavailable or not of the correct standard
- Assist customers as efficiently as possible

**Satisfy internal and external customers**

- Handle all customers according to our culture of service to customers
- Present a positive image to customers, acknowledge, approach and greet customers as required, understand their special needs and respond to their queries as required.

<b>Housekeeping</b> <ul style="list-style-type: none"> <li>• Maintain housekeeping standards by ensuring that internal and external yard is neat and tidy</li> <li>• Ensure stock is packed in allocated areas</li> <li>• Perform general cleaning duties</li> </ul>	
<b>Requirements:</b> <ul style="list-style-type: none"> <li>• Grade 12</li> <li>• Strengthen Reputation and Local Involvement</li> <li>• Ensure customer / Member Centered Performance</li> <li>• Ensure Execution and Achieve Results</li> <li>• Ensure Planning and Improvement</li> <li>• Build and Influence Team</li> <li>• Adapt and Learn</li> <li>• Network internally and externally</li> <li>• Customer focus</li> <li>• Helpful</li> <li>• Physical able to perform lift bulk stock</li> </ul>	
<b>Application closing date: 1 July 2020</b>	
<b>Contact person for further information about this vacancy/forwarding of application:</b>	
<b>Name:</b>	<i>Denielle Goodison</i>
<b>Fax:</b>	
<b>e-mail:</b>	<i>denielle.goodison@builders.co.za</i>



Division/Company		Massbuild							
Store format / Brand / Site		Builders Warehouse							
Department		Operations – Internal Yard							
Location		Erasmus Park							
Position		Super Sales Consultant Yard X4							
Builders Warehouse _ Operations – Internal Yard _ Erasmus Park _ Super Sales Consultant Yard X4									
EE		27 HR		40 HR flexi + benefits	x	PERM		DISABILITY	
<b>Functions / responsibilities</b>  To provide specialised product knowledge to customers and to market the company through offering an effective, consistent service that translates into sales. Assist the Trade team to maintain standards in the department, and improve staff product knowledge through sharing of experience  <b>Achieve Sales</b> <ul style="list-style-type: none"><li>• Ensure that you have general knowledge of your stock and products so that you can advise customers appropriately</li><li>• Check that stockholding is “true” before finalising sales, as needed. Do not commit to deliveries – always confirm with despatch.- Do not “over promise and under deliver”</li><li>• Generate quotations for customers as requested and follow up to convert into sales</li><li>• Process customer card payments if working in the yard area with a view to enhancing customer service Ensure you know and action the appropriate procedures for specials and out of stocks</li><li>• Adhere to the standards of the selling skills course</li><li>• Ensure that your department is always manned</li><li>• Carry out after sales follow up</li><li>• Always push for add-on sales to increase basket size</li></ul> <b>Customer Satisfaction</b> <ul style="list-style-type: none"><li>• Handle all customers according to the standards in the Interact with Customers course</li><li>• Present a positive image to customers, acknowledge, approach and greet customers as required</li><li>• Use specialised product knowledge to advise customers and understand their special needs and respond to their queries as required</li><li>• Meet housekeeping requirements</li><li>• Answer telephone in appropriate manner and assist customers</li><li>• Timeous feedback to customers according to sunset rules</li></ul> <b>Be accountable for stock</b> <ul style="list-style-type: none"><li>• Always be in and around your allocated department</li><li>• Be aware of your stock situation (fast sellers, slow lines, overstocks, out of stocks, low stock levels) and provide feedback to the Department Manager</li><li>• Conduct stock counts accurately as required on a regular basis</li><li>• Where stock items are not on RPL, recommend order quantities to the Trade Manager</li><li>• Remove damaged or incomplete items from the floor, report them to the Trade Manager and take them to the appropriate place for damages, where they can be recorded and correctly processed</li><li>• Confirm with Trade Manager STO's from a different site</li></ul> <b>Maintain stock and merchandise standards</b> <ul style="list-style-type: none"><li>• Merchandise stock according to the required operational standards and as per the standards in the “Through the eyes of the customer” manual</li><li>• Maintain operational standards (ticketing, stock availability, service levels, pricing, promotional planning and execution, stock counts, staff dress code, safety, customer service levels) in the department as required</li><li>• Ensure aisles are always clear of stock and merchandised by the end of the day</li><li>• Ensure that the retail floor is faced up at end of each day – this ensures departments are neat and tidy for next day's trade</li><li>• Ensure compliance to safety requirements</li></ul>									

- Comply to CPA legislation

**Requirements:**

- Grade 12
- 2 – 3 Years retail sales experience in a hardware environment
- Computer literate in MS Word, Excel, SAP (an advantage)
- Product Knowledge
- Selling skills
- Team Player
- Communication skills
- Perform under pressure
- Adaptability

**Application closing date: 1 July 2020**

**Contact person for further information about this vacancy/forwarding of application:**

<b>Name:</b>	<i>Denielle Goodison</i>
<b>Fax:</b>	
<b>e-mail:</b>	<i>denielle.goodison@builders.co.za</i>

Division/Company		Massbuild					
Store format / Brand / Site		Builders Warehouse					
Department		Frontline					
Location		Erasmus Park					
Position		Retail Assistant X15					
<b>Builders Warehouse _ Frontline _ Erasmus Park _ Retail Assistant X15</b>							
EE		27 HR		40 HR flexi + benefits	x	PERM	DISABILITY
<p><b>Functions / responsibilities:</b></p> <p><b>Satisfy internal and external customers</b></p> <ul style="list-style-type: none"> <li>Approach and greet customers as required when working on the floor and respond to their queries and requests according to our culture of service to customers</li> <li>Assist customers by taking them to a sales consultant who can provide them with in depth product knowledge and guidance</li> <li>Assist customers with price queries</li> <li>Report to Front End Manager and Sales Manager if barcodes for specific items are incorrect on the system so that they can be overridden on the system.</li> </ul> <p><b>Assist with cashiering</b></p> <ul style="list-style-type: none"> <li>Conduct cashiering duties as scheduled in order to reduce pressure on front line during peak trading times</li> <li>Prepare for till operation</li> <li>Understand all policies and procedures pertaining to handling cash floats and cashing up at the end of a shift</li> <li>Process all sales accurately and according to the laid down business processes</li> <li>Follow correct security procedures</li> <li>Cash up at the end of the day</li> <li>Carry out duties at the Information Desk</li> </ul> <p><b>Pick, pack and count stock</b></p> <ul style="list-style-type: none"> <li>Pack stock from the Receiving and Stock back up areas onto the sales floor on the correct shelves with the correct number of facings</li> <li>Inform the line manager where pricing tickets are missing so that these can be printed and placed</li> <li>Identify damaged stock and inform the line manager so that the necessary process can be implemented</li> <li>Carry out verbal orders/instructions from your line manager at all times and if not sure about how to carry out a task, request assistance from your line manager or other senior staff member</li> <li>Conduct stock counts in various departments as required and complete relevant documentation for the Stock Control team</li> <li>Assist customers with picking and packing stock in the despatch area</li> <li>Interact with customers in a professional and efficient manner</li> </ul> <p><b>Housekeeping:</b></p> <ul style="list-style-type: none"> <li>Maintain housekeeping standards by ensuring that aisles are neat and tidy and well merchandised according to the correct merchandising standards</li> <li>Ensure stock is packed in allocated areas as soon as possible so as not to be left in the aisles</li> </ul>							
<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>Grade 12</li> <li>1-2 years related experience in a retail hardware environment</li> <li>Computer literate</li> <li>Strengthen Reputation and Local Involvement</li> <li>Ensure customer / Member_Centered Performance</li> </ul>							

- Ensure Execution and Achieve Results
- Ensure Planning and Improvement
- Network Internally and Externally
- Customer focus
- Helpful

**Application closing date: 1 July 2020**

**Contact person for further information about this vacancy/forwarding of application:**

**Name:** *Denielle Goodison*

**Fax:**

**e-mail:** *denielle.goodison@builders.co.za*

Division/Company		Massbuild					
Store format / Brand / Site		Builders Warehouse					
Department		Operations					
Location		Erasmus Park					
Position		Sales Consultant – Kitchen Design X2					
<b>Builders Warehouse _ Operations _ Erasmus Park _ Sales Consultant – Kitchen Design X2</b>							
EE		27 HR		40 HR flexi + benefits	x	PERM	DISABILITY
<p><b><u>Functions / responsibilities</u></b></p> <p>To provide specialised product knowledge to customers and to market the company through offering an effective, consistent service that translates into sales. Assist the Department Manager to maintain standards in the department, and improve staff product knowledge through sharing of experience.</p> <p><b>Achieve Sales</b></p> <ul style="list-style-type: none"> <li>• Ensure that you have general knowledge of your stock and products so that you can advise customers appropriately</li> <li>• Check that stockholding is “true” before finalising sales, as needed. Do not commit to deliveries – always confirm with despatch.- Do not “over promise and under deliver”</li> <li>• Ensure you know and action the appropriate procedures for specials and out of stocks</li> <li>• Adhere to the standards of the selling skills course</li> <li>• Ensure that your department is always manned</li> <li>• Carry out after sales follow up</li> <li>• Always push for add-on sales to increase basket size</li> </ul> <p><b>Customer Satisfaction</b></p> <ul style="list-style-type: none"> <li>• Handle all customers according to the standards in the Interact with Customers course</li> <li>• Present a positive image to customers, acknowledge, approach and greet customers as required, understand their special needs and respond to their queries as required</li> <li>• Meet housekeeping requirements</li> <li>• Answer telephone in appropriate manner and assist customers</li> <li>• Timeous feedback to customers according to sunset rules</li> </ul> <p><b>Kitchen Design</b></p> <ul style="list-style-type: none"> <li>• Carry out Kitchen design as per customers specifications by ensuring that customer measurements are correct</li> <li>• Complete designs according to customer requirements on the Winner design programme</li> <li>• Record customer details correctly for quoting purposes and ensure accuracy of quotes</li> <li>• Make arrangements for installation to take place in liaison with customer</li> <li>• Ensure stockholding is accurate before finalising sales</li> <li>• Manage out of stocks and special orders according to business process</li> </ul> <p><b>Be accountable for stock</b></p> <ul style="list-style-type: none"> <li>• Always be in and around your allocated shelves to prevent theft and breakages.</li> <li>• Be aware of your stock situation (fast sellers, slow lines, overstocks, out of stocks, low stock levels).</li> <li>• Give feedback to the Department Manager or Replenishment Manager.</li> <li>• Conduct stock counts accurately as required on a regular basis.</li> <li>• Where stock items are not on RPL, recommend order quantities to the Department Manager/ Replenishment Manager.</li> <li>• Remove damaged or incomplete items from the floor, report them to the Department Manager and take them to the appropriate place for damages, where they can be recorded and correctly processed.</li> <li>• Confirm with Department Manager or Replenishment Manager for STO's from a different site.</li> <li>• Ensure article code match description before processing</li> </ul> <p><b>Maintain stock and merchandise standards</b></p>							

- Merchandise stock according to the required operational standards and as per the standards in the “Through the eyes of the customer” manual
- Maintain operational standards (ticketing, stock availability, service levels, pricing, promotional planning and execution, stock counts, staff dress code, safety, customer service levels) in the department as required
- Ensure aisles are always clear of stock and merchandised by the end of the day
- Ensure that the retail floor is faced up at end of each day – this ensures departments are neat and tidy for next day’s trade
- Ensure compliance to safety requirements
- Comply to CPA legislation

**Requirements:**

- Grade 12
- Kitchen design experience essential- expert knowledge in design & layout of kitchen cupboards’
- 2 – 3 Years retail sales experience in a hardware environment
- Computer literate in MS Word, Excel, SAP (an advantage)
- Product Knowledge
- Selling skills
- Team Player
- Communication skills
- Perform under pressure
- Adaptability
- Passion for customer service

**Application closing date: 1 July 2020**

**Contact person for further information about this vacancy/forwarding of application:**

**Name:** *Denielle Goodison*

**Fax:**

**e-mail:** *denielle.goodison@builders.co.za*

Division/Company		Massbuild					
Store format / Brand / Site		Builders Warehouse					
Department		Operations					
Location		Erasmus Park					
Position		Sales Consultant – Plumbing X2					
Builders Warehouse _ Operations _ Erasmus Park _ Sales Consultant – Plumbing X2							
EE		27 HR		40 HR flexi + benefits	x	PERM	DISABILITY
<u>Functions / responsibilities</u>							
To provide specialised product knowledge to customers and to market the company through offering an effective, consistent service that translates into sales. Assist the Trade team to maintain standards in the department, and improve staff product knowledge through sharing of experience							
<b>Achieve Sales</b>							
<ul style="list-style-type: none"><li>• Ensure that you have general knowledge of your stock and products so that you can advise customers appropriately</li><li>• Check that stockholding is “true” before finalising sales, as needed. Do not commit to deliveries – always confirm with despatch.- Do not “over promise and under deliver”</li><li>• Generate quotations for customers as requested and follow up to convert into sales</li><li>• Process customer card payments if working in the yard area with a view to enhancing customer service Ensure you know and action the appropriate procedures for specials and out of stocks</li><li>• Adhere to the standards of the selling skills course</li><li>• Ensure that your department is always manned</li><li>• Carry out after sales follow up</li><li>• Always push for add-on sales to increase basket size</li></ul>							
<b>Customer Satisfaction</b>							
<ul style="list-style-type: none"><li>• Handle all customers according to the standards in the Interact with Customers course</li><li>• Present a positive image to customers, acknowledge, approach and greet customers as required</li><li>• Use specialised product knowledge to advise customers and understand their special needs and respond to their queries as required</li><li>• Meet housekeeping requirements</li><li>• Answer telephone in appropriate manner and assist customers</li><li>• Timeous feedback to customers according to sunset rules</li></ul>							
<b>Be accountable for stock</b>							
<ul style="list-style-type: none"><li>• Always be in and around your allocated department</li><li>• Be aware of your stock situation (fast sellers, slow lines, overstocks, out of stocks, low stock levels) and provide feedback to the Department Manager</li><li>• Conduct stock counts accurately as required on a regular basis</li><li>• Where stock items are not on RPL, recommend order quantities to the Trade Manager</li><li>• Remove damaged or incomplete items from the floor, report them to the Trade Manager and take them to the appropriate place for damages, where they can be recorded and correctly processed</li><li>• Confirm with Trade Manager STO's from a different site</li></ul>							
<b>Maintain stock and merchandise standards</b>							
<ul style="list-style-type: none"><li>• Merchandise stock according to the required operational standards and as per the standards in the “Through the eyes of the customer” manual</li><li>• Maintain operational standards (ticketing, stock availability, service levels, pricing, promotional planning and execution, stock counts, staff dress code, safety, customer service levels) in the department as required</li><li>• Ensure aisles are always clear of stock and merchandised by the end of the day</li><li>• Ensure that the retail floor is faced up at end of each day – this ensures departments are neat and tidy for next day's trade</li><li>• Ensure compliance to safety requirements</li></ul>							

- Comply to CPA legislation

**Requirements:**

- Grade 12
- 2 – 3 Years retail sales experience in a hardware environment
- Computer literate in MS Word, Excel, SAP (an advantage)
- Product Knowledge (In depth knowledge of relevant merchandise/plumbing, etc.)
- Selling skills
- Team Player
- Communication skills
- Perform under pressure
- Adaptability

**Application closing date: 1 July 2020**

**Contact person for further information about this vacancy/forwarding of application:**

<b>Name:</b>	<i>Denielle Goodison</i>
<b>Fax:</b>	
<b>e-mail:</b>	<i>denielle.goodison@builders.co.za</i>



Division/Company	Massbuild
Store format / Brand / Site	Builders Warehouse
Department	Operations
Location	Erasmus Park
Position	Sales Consultant – External Yard X6

**Builders Warehouse \_ Operations \_ Erasmus Park \_ Sales Consultant – External Yard X6**

EE		27 HR		40 HR flexi + benefits	x	PERM		DISABILITY	
----	--	-------	--	---------------------------	---	------	--	------------	--

### Functions / responsibilities

To provide specialised product knowledge to customers and to market the company through offering an effective, consistent service that translates into sales. Assist the Trade team to maintain standards in the department, and improve staff product knowledge through sharing of experience

#### **Achieve Sales**

- Ensure that you have general knowledge of your stock and products so that you can advise customers appropriately
- Check that stockholding is “true” before finalising sales, as needed. Do not commit to deliveries – always confirm with despatch.- Do not “over promise and under deliver”
- Generate quotations for customers as requested and follow up to convert into sales
- Process customer card payments if working in the yard area with a view to enhancing customer service Ensure you know and action the appropriate procedures for specials and out of stocks
- Adhere to the standards of the selling skills course
- Ensure that your department is always manned
- Carry out after sales follow up
- Always push for add-on sales to increase basket size

#### **Customer Satisfaction**

- Handle all customers according to the standards in the Interact with Customers course
- Present a positive image to customers, acknowledge, approach and greet customers as required
- Use specialised product knowledge to advise customers and understand their special needs and respond to their queries as required
- Meet housekeeping requirements
- Answer telephone in appropriate manner and assist customers
- Timeous feedback to customers according to sunset rules

#### **Be accountable for stock**

- Always be in and around your allocated department
- Be aware of your stock situation (fast sellers, slow lines, overstocks, out of stocks, low stock levels) and provide feedback to the Department Manager
- Conduct stock counts accurately as required on a regular basis
- Where stock items are not on RPL, recommend order quantities to the Trade Manager
- Remove damaged or incomplete items from the floor, report them to the Trade Manager and take them to the appropriate place for damages, where they can be recorded and correctly processed
- Confirm with Trade Manager STO's from a different site

#### **Maintain stock and merchandise standards**

- Merchandise stock according to the required operational standards and as per the standards in the “Through the eyes of the customer” manual
- Maintain operational standards (ticketing, stock availability, service levels, pricing, promotional planning and execution, stock counts, staff dress code, safety, customer service levels) in the department as required
- Ensure aisles are always clear of stock and merchandised by the end of the day
- Ensure that the retail floor is faced up at end of each day – this ensures departments are neat and tidy for next day's trade

- Ensure compliance to safety requirements
- Comply to CPA legislation

**Requirements:**

- Grade 12
- 2 – 3 Years retail sales experience in a hardware environment
- Computer literate in MS Word, Excel, SAP (an advantage)
- Product Knowledge
- Selling skills
- Team Player
- Communication skills
- Perform under pressure
- Adaptability

**Application closing date: 1 July 2020**

**Contact person for further information about this vacancy/forwarding of application:**

<b>Name:</b>	<i>Denielle Goodison</i>
<b>Fax:</b>	
<b>e-mail:</b>	<i>denielle.goodison@builders.co.za</i>

<b>Division/Company</b>		<b>Massbuild</b>					
<b>Store format / Brand / Site</b>		<b>Builders Warehouse</b>					
<b>Department</b>		<b>Operations</b>					
<b>Location</b>		<b>Erasmus Park</b>					
<b>Position</b>		<b>Service Assistant X17</b>					
<b><i>Builders Warehouse _ Operations _ Erasmus Park _ Service Assistant X17</i></b>							
<b>EE</b>		<b>27 HR</b>		<b>40 HR flexi + benefits</b>	<b>x</b>	<b>PERM</b>	<b>DISABILITY</b>
<p><b><u>Functions / responsibilities:</u></b></p> <p><b>Adhere to Company Policy and procedures</b></p> <ul style="list-style-type: none"> <li>Ensure that an ongoing understanding of company policies and procedures that affect the execution of your function</li> </ul> <p><b>Pick stock</b></p> <ul style="list-style-type: none"> <li>Wear BIBs to identify yourself with customers at all times</li> <li>Give attention to the quality and quantity of picked stock and advise your manager where the quality and/or quantity is incorrect</li> <li>Draw the correct stock according to the invoice/picking slip/cash sale in order to meet customer requirements.</li> </ul> <p><b>Load items – on/off delivery trucks/customers vehicles</b></p> <ul style="list-style-type: none"> <li>Load stock into customer vehicles/delivery vehicles or offload stock from customer vehicles/delivery vehicles</li> <li>Accompany delivery driver to deliver or collect or exchange stock as required</li> <li>Advise customers regarding of picked stock and indicate where stock is either unavailable or not of the correct standard</li> <li>Assist customers as efficiently as possible</li> </ul> <p><b>Satisfy internal and external customers</b></p> <ul style="list-style-type: none"> <li>Present a positive image to customers, acknowledge, approach and greet customers as required, understand their special needs and respond to their queries as require.</li> </ul> <p><b>Housekeeping:</b></p> <ul style="list-style-type: none"> <li>Maintain housekeeping standards by ensuring that internal and external yard is neat and tidy</li> <li>Ensure stock is packed in allocated areas</li> <li>Perform general cleaning duties</li> </ul> <p><b>Safety Awareness</b></p> <ul style="list-style-type: none"> <li>Wear correct PPE when picking high-rise stock and always be mindful with ladders and whenever you pick stock from high-rises</li> <li>Follow correct safety procedures</li> <li>Adhere to safety regulations when working with gas</li> </ul>							
<p><b><u>Requirements:</u></b></p> <ul style="list-style-type: none"> <li>Matric / Grade 12 essential</li> <li>Customer focus</li> <li>Helpful</li> <li>Physically able to perform lift bulk stock.</li> </ul>							
<b>Application closing date: 1 July 2020</b>							
<b>Contact person for further information about this vacancy/forwarding of application:</b>							
<b>Name:</b>	<b>Yolokazi Mbinyashe</b>						
<b>Fax:</b>							
<b>e-mail:</b>	<b>Yolokazi.mbinyashe@builders.co.za</b>						

<b>Division/Company</b>		<b>Massbuild</b>					
<b>Store format / Brand / Site</b>		<b>Builders Warehouse</b>					
<b>Department</b>		<b>Operations</b>					
<b>Location</b>		<b>Erasmus Park</b>					
<b>Position</b>		<b>Service Assistant - Trucks X2</b>					
<b>Builders Warehouse _ Operations _ Erasmus Park _ Service Assistant - Trucks X2</b>							
<b>EE</b>		<b>27 HR</b>		<b>40 HR flexi + benefits</b>	<b>x</b>	<b>PERM</b>	<b>DISABILITY</b>
<p><b><u>Functions / responsibilities:</u></b></p> <p><b>Adhere to Company Policy and procedures</b></p> <ul style="list-style-type: none"> <li>Ensure that an ongoing understanding of company policies and procedures that affect the execution of your function</li> </ul> <p><b>Pick stock</b></p> <ul style="list-style-type: none"> <li>Wear BIBs to identify yourself with customers at all times</li> <li>Give attention to the quality and quantity of picked stock and advise your manager where the quality and/or quantity is incorrect</li> <li>Draw the correct stock according to the invoice/picking slip/cash sale in order to meet customer requirements.</li> </ul> <p><b>Load items – on/off delivery trucks/customers vehicles</b></p> <ul style="list-style-type: none"> <li>Load stock into customer vehicles/delivery vehicles or offload stock from customer vehicles/delivery vehicles</li> <li>Accompany delivery driver to deliver or collect or exchange stock as required</li> <li>Advise customers regarding of picked stock and indicate where stock is either unavailable or not of the correct standard</li> <li>Assist customers as efficiently as possible</li> </ul> <p><b>Satisfy internal and external customers</b></p> <ul style="list-style-type: none"> <li>Present a positive image to customers, acknowledge, approach and greet customers as required, understand their special needs and respond to their queries as require.</li> </ul> <p><b>Housekeeping:</b></p> <ul style="list-style-type: none"> <li>Maintain housekeeping standards by ensuring that internal and external yard is neat and tidy</li> <li>Ensure stock is packed in allocated areas</li> <li>Perform general cleaning duties</li> </ul> <p><b>Safety Awareness</b></p> <ul style="list-style-type: none"> <li>Wear correct PPE when picking high-rise stock and always be mindful with ladders and whenever you pick stock from high-rises</li> <li>Follow correct safety procedures</li> <li>Adhere to safety regulations when working with gas</li> </ul>							
<p><b><u>Requirements:</u></b></p> <ul style="list-style-type: none"> <li>Matric / Grade 12 essential</li> <li>Customer focus</li> <li>Helpful</li> <li>Physically able to perform lift bulk stock.</li> </ul>							
<b>Application closing date: 1 July 2020</b>							
<b>Contact person for further information about this vacancy/forwarding of application:</b>							
<b>Name:</b>	<b>Yolokazi Mbinyashe</b>						
<b>Fax:</b>							
<b>e-mail:</b>	<b>Yolokazi.mbinyashe@builders.co.za</b>						

Division/Company		Massbuild							
Store format / Brand / Site		Builders Warehouse							
Department		Finance							
Location		Sunninghill							
Position		Lead Business Partner							
Builders Warehouse _ Finance _ Sunninghill _ Lead Business Partner									
EE	x	27 HR		40 HR		PERM	x	DISABILITY	
Objective:									
Takes overall responsibility for the financial planning and analysis for Builders S.A., rest of Africa, DC's, commercial and merchandise for internal and external stakeholders. Is a business partner and is therefore involved with the operations team to add value and work on projects.									
Functions / responsibilities:									
<ul style="list-style-type: none"><li>• Strategic implementation of business and finance strategy within the finance department</li><li>• Assessing financial implications of strategic choices within the wider business by doing financial analysis to assist business heads with decision making</li><li>• Establish good working relationships with key stakeholders in the business as well as the group</li><li>• Operations Finance: Ensure adequate level of financial planning is implemented and maintained</li><li>• Responsible for the summarisation, analysis and interpretation of external data sources required for financial planning &amp; analysis requirement</li><li>• Reporting : responsible for monthly forecast and agreeing the forecast with the heads of departments, the FP&amp;A Exec &amp; the FD</li><li>• Responsible for respective inputs for monthly reporting of forecasts to Massmart</li><li>• Preparation of budget report for Finance Director's for presentation to Massmart</li><li>• Assist with explanations for internal and external audit when analytical reviews are performed and actuals are compared to budget</li><li>• Perform, and manage a detailed budget process for chains responsible in accordance with business and Group requirements</li><li>• Motivation and leadership of a team of 5</li></ul>									
Requirements:									
<ul style="list-style-type: none"><li>• Matric / Grade 12</li><li>• Qualified CA (SA) / CIMA</li><li>• Minimum 4 years' experience in roles within finance</li><li>• Previous experience in managing a team</li><li>• MS Excel Advanced</li><li>• Communication Skills at Executive level</li><li>• Interpersonal Skills</li><li>• Planning and Organising Skills</li><li>• Presentation Skills at Executive level</li><li>• Ability to Analyse</li><li>• Strategic Thinking Ability</li><li>• Adhering to Principles and Values</li><li>• Working with People</li><li>• Relating and Networking</li><li>• Delivering Results and Meeting Customer Expectations</li><li>• Persuading and Influencing</li></ul>									

- Achieving Personal Work Goals and Objectives
- Coping with Pressures and Setbacks

**Application closing date: 1 July 2020**

**Contact person for further information about this vacancy/forwarding of application:**

**Name:** *Praathna Maharaj*

**Fax:**

**e-mail:** *Praathna.maharaj@builders.co.za*