

JOB DESCRIPTION

JOB INFORMATION

<u>DEPARTMENT</u>	:	Workshop
<u>JOB TITLE</u>	:	Stock controller
<u>REPORT TO</u>	:	Workshop Manager
<u>JOB GRADE</u>	:	B or C
<u>DATE ANALYSED</u>	:	August 2018

PRIMARY PURPOSE OF THE JOB (SUMMARY)

Keeping stock of all tools, parts, accessories, supplies and fuel.

QUALIFICATIONS AND RELEVANT EXPERIENCE REQUIRED

Grade 12

Health and Safety experience or qualification will be an added advantage

First Aid diploma or certification will be an added advantage

At least 5 years experience as a stock controller

Technical & Truck parts background will be an advantage

Good planning skills required

Computer literacy on advanced level

KEY PERFORMANCE AREAS

1. Keep stock of tools, parts, accessories and supplies.
2. Keep store rooms neat, tidy and locked at all times.
3. Provide/manage stock reports to Management.
4. Totums
5. Stock Take
6. She Officer Duties at Workshop & Welders Workshop
7. Regions

DETAILED DESCRIPTION OF JOB TASKS

1. Keep stock of tools, parts, accessories and supplies
 - 1.1.1 Booking in & out of tools to the Mechanics and Workshop assistants.
 - 1.1.2 Book out parts, accessories and supplies to each vehicle.
 - 1.1.3 Book out supplies to yard workers and plant workers, incl. spray painters.
 - 1.1.4 Place orders at Workshop manager for parts, accessories and supplies if needed.
 - 1.1.5 Report any deviances to Workshop manager or Ops manager.
 - 1.1.6 Receiving of Stock from suppliers.
 - 1.1.7 Verifying of physical stock against invoice.
 - 1.1.8 Creating Job cards on trucks (maintenance)
 - 1.1.9 Verifying of physical stock with invoice.
 - 1.1.10 Close of complete job cards on the system
 - 1.1.11 Follow-up of invoices.
 - 1.1.12 Handle all Marsh Insurance claims
 - 1.1.13 All adhoc duties as per instruction by Manager
2. Keep store rooms neat and tidy and locked at all times
 - 2.1.1 Sort parts, accessories and supplies neatly on shelves.
 - 2.1.2 See that all tools are cleaned when handed in.
 - 2.1.3 Check if all the tools are booked in every day.
 - 2.1.4 See that all storeroom floors and walls are clean at all times.
3. Provide/manage stock reports to Technical Supervisor and Management
 - 3.1.1 Keep stock of all items in workshop.

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- 3.1.2 Stock sheets must be kept updated at all items.
- 3.1.3 Stock reports must be sent through to the Operations Administrator monthly (at the end of every month).
- 3.1.4 Liaising up with supplies regarding outstanding invoices & making sure that it is correctly invoice.
- 3.1.5 Making sure the invoices reach Finance Department on time to enable fast payments.
- 3.1.6 Pasting of licence disks on trucks
- 3.1.7 Fleet reports on all trucks and ensuring that all trucks are ready for service.
- 3.1.8 Filing check list
- 3.1.9 Updating workshop report
- 3.1.10 Issuing of clear bags & file 13
- 3.1.11 Issuing and invoicing PPE

4. Totums

- 4.1.1 Prepare orders generally
- 4.1.2 Open & Close job cards on totams
- 4.1.3 Prepare orders and Payments for license Renewals & permits
- 4.1.4 Prepare orders generally
- 4.1.5 Open & Close job cards on totams
- 4.1.6 Prepare orders and Payments for license Renewals & permits
- 4.1.7 Booking Stock in & out on totams to Job cards & Welders:
 - 4.1.7.1 Windhoek Warehouse
 - 4.1.7.2 Lubricant and paint store
 - 4.1.7.3 Molok Store
 - 4.1.7.4 Baler wire Store
 - 4.1.7.5 Tyre Stock

5. Stock Take

- 5.1.1 Windhoek Warehouse
- 5.1.2 Lubricant and paint store
- 5.1.3 Molok Store (Green jobs)
- 5.1.4 Baler Wire
- 5.1.5 Tyre stock

- 6. She Officer Duties at Workshop & Welders Workshop
 - 6.1.1 As per instruction and training provided by SHEQ Officer

- 7. Regions
 - 7.1.1 ordering of Adhoc Parts for trucks & Regions
 - 7.1.2 Sending goods to regions if asked
 - 7.1.3 Consignment Stock of Auto Sueco

I, DECLARATION

It is herewith declared that the above description is a true reflection of the actual job.

Agreed by job incumbent

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NAME	SIGNATURE	DATE
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DIRECT SUPERVISOR	SIGNATURE	DATE