



WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION

CLERK INVENTORY

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for Metro Bus positions.

DISCLAIMER

- The MetroBus is currently recruiting and will not demand payment in any form for any job placement.
- The Metro Bus applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal opportunity employer.
- By submitting your application for a position at the Metro Bus, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process only.
- Metrobus reserves the right not to fill the position.

CLERK INVENTORY

DEPARTMENT: Finance
BRANCH: Supply Chain Management Stores
DESIGNATION: Clerk : Inventory
REMUNERATION: B4
LOCATION: Roodepoort Depot

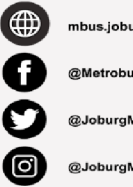
Purpose: Control the inflow and outflow of stock items in the Stores Section.

Essential Requirements:

- Matric (Grade 12) or NQ 4 certificate.
- Relevant tertiary qualifications such as National Diploma or Degree or NQF 6/7 in Logistics, Supply Chain Management, Finance or Accounting would be advantageous.
- 18 months - 2 years 'experience in Inventory Management / Logistics/ Supply Chain Management / Finance/ Warehousing.

Key performance areas

- Inventory Management:
 - Receiving of inventory from suppliers
 - Issuing of spares to end-users
 - Inter-depots transfers of spares
 - Inventory count
- Administration and Support:
 - Capturing of data on the system
 - Filing



Skills / Knowledge / Abilities

- Communication
- Attention to detail
- Time Management
- Basic Computer Skills
- Numeracy
- High Emotional intelligence, Assertive and Reliable
- Interpersonal skills
- Teamwork

CLOSING DATE: 11th October 2023

NB: All applicants who meet the above Mentioned are encouraged to apply. Metrobus is an equal opportunity affirmative action employer. The company will Prioritize the employment of women; Youth; People with disabilities and those that will improve its Employment Equity profile.

Apply via this link

https://share-eu1.hsforms.com/1gq_4ehhYR7OJhlwTQ8zzKAew554

ENQUIRY ONLY:Recruitment@mbus.jobur.org.za

Contact Person: Bridget Mavuso

Contact No: 011 403 4300