

JOB PROFILE

SECTION A: JOB TITLE AND INFORMATION SECTION

POST IDENTIFICATION	
Post Title	Warehouse Assistant
LOCATION OF POST IN ORGANOGRAM	
Department	Inventory and Logistics

SECTION B: JOB PURPOSE, DUTIES AND RESPONSIBILITIES OF THE POST

JOB PURPOSE
The Warehouse Assistant is responsible for managing all receiving and dispatches of stock in the warehouse as well as receiving, packing, picking, stock maintenance, delivery of goods to our customers and collections.

DUTIES AND TASKS
• Maintain stock levels • Check stock and orders picked. • Pack items in the correct bin location. • Pick products according to the FIFO basis. • Carry out and maintain good housekeeping. • Maintain safe working conditions in the area. • Assisting with daily courier collections and deliveries. • Deliver stock received to the correct warehouse destination. • Preparing reports and other documents relating to deliveries. • Prepare delivery truck and load parcels assigned to the route. • Contribute actively to the improvement of the efficiency of the team. • Reviewing orders before and after delivery to ensure that orders are complete.

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All positions are advertised in accordance with the company's Employment Equity Policy.*

- Offload containers and receive stock from suppliers as per company procedure.
- Perform administration functions inclusive of completing goods received, goods returned, goods issued, documentation, and order processing.
- Assist with stock takes and cycle counts (counting inventory, organizing and assisting with storage of products).

SECTION C: JOB REQUIREMENTS

Skills relevant to a job include education or experience and specialized training.

ESSENTIAL REQUIREMENTS OF THE POST	
Minimum educational, qualifications and experience that are required to perform the job competently.	
KNOWLEDGE & EXPERIENCE	• Matric (Grade 12) - Essential • Microsoft Office Suite - Essential • Knowledge of Warehouse and Stores operations – Essential • A valid Code 8 drivers licence - Essential • Stock management experience • Email Etiquette – Beneficial
SKILLS & ABILITIES	• Attention to detail. • Computer Literate. • A clean driving record. • Motivated and self-confident. • Ability to work effectively under pressure. • Knowledge how to handle materials safely. • Strong customer service and communication skills. • Team player to achieve results in a cooperative manner. • Time management to ensure deliveries are made on schedule.
OTHER REQUIREMENTS	• Be flexible and willing to work extended hours. • General office duties

SECTION D: POPI DISCLOSURE

The company commits to comply with POPI regulations when receiving all applications. This means that all information of applicants will be treated in a confidential manner and intended solely for shortlisting and selection processes. Please note that those CVs not shortlisted will be discarded. Candidates are encouraged to only provide position-specific information as per the job profile.

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