



V A C A N C Y

PARTS DEPARTMENT STOREMAN - MIDDELBURG

*The above-mentioned position based in Middelburg and reporting to the Parts Manager has become available.
Preference will be given to suitably qualified Previously Disadvantaged Individuals.*

PURPOSE:

The position reporting to the Parts Manager is to co-ordinate parts, warehouse & dispatch procedures and to ensure that all processes are carried out in compliance with the ELB Equipment standards. Ensure department goals are met effectively and efficiently in order to maintain customer service levels. In addition, to continuously strive for improvement of methods and systems.

KEY JOB FUNCTIONS:

Leadership - Business

- Proactively, communicates and executes assigned objectives, contributing to own area and department target results.
- Actively and effectively contributes to Customer Service as of utmost importance, whilst striving for continuous improvement.

Leadership - Self

- Sets clear personal objectives and responsibilities, takes accountability appropriately for own area.
- Promotes a culture of Team Work and encourages learning and sharing of skills & knowledge.

Planning & Monitoring

- Primarily focused on day-to-day operations following own action plan and that of the team.
- Provides reliable 'immediate' action steps for meeting short-term targets.
- Listens and understands the perspective of others, accommodates expectations and objections to maintain relationships.

QUALIFICATIONS & EXPERIENCE:

- Matriculation with core mathematics
- Administrative experience beneficial
- Good written and communication skills in English and Afrikaans
- Computer literate in Outlook, Word and Excel
- Technical background or understanding beneficial

PERSONAL ATTRIBUTES:

- A high level of enthusiasm, motivation, dedication and honesty
- Numerical ability and attention to detail is essential
- Able to work effectively under pressure
- A proactive and challenging personality
- Able to solve problems and be Innovative and creative
- Sound interpersonal communication skills (internal and external liaison)
- Must have own vehicle and valid driver's licence would be beneficial

*Candidates that are Interested and are Suitably qualified are encouraged to apply by forwarding a copy of their application form and supporting CV's to **Athelia Hattingsh in the HR**, or by e-mail (athelia@elbquip.co.za) on or before **18th March 2020**, late applications will not be considered. Related enquiries can be directed by telephone on Ext 730. If you have not had a response a week after closing date please deem your application as unsuccessful.*

Issue date: 04 March 2020