



# WE ARE HIRING



## CAREER OPPORTUNITY

At Bokomo Namibia, a joint venture between the Frans Indongo Group (Namibia) and PepsiCo Inc, you get the best of both worlds: an entrepreneur's mindset plus reach and resources through our worldwide network. Bring your unique perspective. Bring curiosity. Bring ingenuity, and drive. We'll give you a platform to be daring.

### Controller: Return Store

Reporting to the Reporting to the **Manager: Warehouse** and **Assistant Manager: Warehouse**, the Controller: Return Store will lead, motivate, direct and control the day-to-day activities within returns store regarding returns from the trade, breakages, claims and pallet repairs in accordance with company procedures.

#### Key Responsibilities

- Train, supervise and evaluate the work of Industrial Tractor drivers and generalists;
- Supervise the sorting of stock between condemned, resalable and reworkable stock;
- Liaise with milling department to move rework tuff bags into containers for fumigation and issuing of fumigated stock to the mill for rework;
- Ensure that all rework tuff bags are weighed individually before the tuff bags are moved into the containers and that the scale ticket confirms the type of product;
- Provide the Manager: Warehouse with a copy of all the scale tickets for the rework tuff bags;
- Compile a reconciliation for rework stock to keep track of stock in the returns store, stock in the fumigation containers and stock issued to the mill;
- Responsible for the rotation of stock in line with company procedures;
- Report any suspicious claims to the Manager: Warehouse;
- Supervise and record sorting and repair of CHEP pallets;
- Communicate the daily performance on CHEP to the Manager: Warehouse;
- Reconcile daily the documented CHEP pallets received from debrief with the physical CHEP pallets received;
- Coordinate the return of pallets to CHEP with the Controller: Distribution;
- Perform monthly stock takes on the returns warehouse;
- Organise and coordinate the collection of the condemned stock by the waste removal contractor;
- Responsible for monitoring, approving and releasing Back to Stocks received from Debriefing.

#### Qualification and Experience Required

- Grade 12 with at least 5 years Warehouse experience;
- Must be able to properly communicate in English;
- Be prepared to work odd hours, public holidays and overtime when required;
- Be prepared to work shifts;
- Must be of sober character with a good track record;
- Must have a disciplined approach.

**Submit Your Application**  
[hrnamibia@bokomonamibia.com.na](mailto:hrnamibia@bokomonamibia.com.na)





# WE ARE HIRING



## Skills and Knowledge

- Confident, hard-working employee to meet high performance standards;
- Good listening and comprehension skills;
- Accurate worker with a high degree of attention to detail;
- Computer literate;
- Flexible team player;
- Relationship builder with interpersonal skills;
- Results driven achiever with planning and organization skills;
- Highly motivated self-starter;
- Able to perform under pressure.

**Closing date: 30 January 2025**



**Submit Your Application**  
[hrnamibia@bokomonamibia.com.na](mailto:hrnamibia@bokomonamibia.com.na)

