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**RM WISPECO STEEL AND ALUMINIUM (PTY) LTD**  
(Reg. No. 2018/0465)

## **VACANCY**

### **STOCK CONTROLLER: SWAKOPMUND**

#### **Key Responsibilities:**

- ✓ Responsible for verifying the bill of materials daily.
- ✓ Responsible for the issuing of stock to customers and internal departments.
- ✓ Ensure that stock is received timeously and counted before acceptance of POD is signed.
- ✓ Serves as a dispatcher when needed or as directed during times of emergencies.
- ✓ Responsible to manage the movement of products/equipment/materials in and/or out of the dispatch area, attend to and manage stocktaking.
- ✓ Ensure company vehicles are clean and locked daily.
- ✓ Ensure orders go out to customers on time and correct.
- ✓ Assist sales with orders to establish if the correct material is received and purchased.
- ✓ Ensure housekeeping of warehouse & shelves.
- ✓ Responsible for receiving of stock daily.

#### **Minimum requirements:**

- ✓ Grade 12
- ✓ 3-5 years working experience in stock/store control
- ✓ Must be computer literate
- ✓ Excellent spoken and written communication skills.

**Closing date: Monday, 16 June 2025**

PART OF THE  **FRANS INDONGO GROUP**

Directors: J.G. Patmore (Chairman), E. Beinart, A.P. Jansen, G.D. Visser