



**Vision: A Modern, Vibrant, Customer Centric Company
that delivers value for its stakeholders.**

Vacancy – Storemen

Section: Procurement - Stores

Department: Corporate Finance

Office: Windhoek

Primary purpose of position

- To oversee and control supply levels to ensure the right products are available at the right time.
- To issue stock requisitions for various stocks as authorised.
- To receive and confirm stock against Delivery Note, move such stock into the assigned storage areas.
- To subsequently pick and dispatch all stock as authorised by the Supervisor.
- To perform stock counts in accordance with procedures and plans determined by the Stores Supervisor.
- To issue Goods Movement Slips (GMS) to specifications in respect of such stock movements on SAP.
- To maintain the storage and associated work areas in accordance with specified housekeeping, health and safety standards.

Main Responsibilities

- Ensure Stock Accuracy
- Distribute Issued Stock Requisitions
- Maintain Stock control and Safe keeping
- Ensure Stores Housekeeping & Health & Safety Compliance.
- Ensure Goods Movements Records
- Maintain Special Storage Areas Control

Educational and experience requirements

- A grade 12 certificate with a minimum of 2 years relevant experience.
- A certificate in Logistics/Supply Chain/Inventory control or relevant Qualification will be an added advantage.

Skills and Knowledge requirements

- Accuracy
- Ability to effectively plan own workload

- Ability to work under limited supervision
- Computer literacy
- Knowledge of SAP
- Administrative skills and interpersonal skills

OTHER

Code BE Driver's license will be required.

Closing Date: 28 November 2025

Candidates who comply with the above criteria and competency areas should register on NamPost's HR Recruitment Portal on the NamPost website (www.nampost.com.na).

The documents that need to be uploaded Cover letter, certified copies of relevant qualifications together with a detailed curriculum vitae.

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