



Erongo Regional Electricity Distributor (PTY) Ltd, commonly known as Erongo RED is mandated to distribute and supply electricity in Erongo region. We are proud to announce that Erongo RED is an equal opportunity employer. Qualified applicants from designated groups as defined in the Affirmative Action (Employment) Act, 1998 (Act 29 of 1998) are encouraged to apply. Preference will be given to women and persons with disability.

## VACANCY

|                        |                               |
|------------------------|-------------------------------|
| <b>Position:</b>       | <b>Assistant Stores Clerk</b> |
| <b>Business Unit:</b>  | Finance and Administration    |
| <b>Paterson Grade:</b> | B2                            |
| <b>Duty Station:</b>   | Omaruru                       |

### Purpose of the job:

- To perform general warehouse duties, be aware of and follow stores / warehouse safety and housekeeping procedures

### Key Performance Areas:

- Engage and ensure satisfaction with internal & external stakeholder
- Adhere to and maintain good standards of stock and store housekeeping
- Review, update and maintain stock levels within the stores
- Prepare redundant stock items for auction
- Carry out Ad-Hoc duties & adhere to the Erongo Red Policies and Procedures
- Comply with SHE policies and procedures
- Professional development and growth
- People and Performance Management

### Minimum Qualification:

- Grade 12, with 20 points over five (5) subjects including at least an E-symbol in English

### Experience:

- One (1) year experience in a related warehousing environment

### License Required:

- Code BE Driver's License
- Forklift license

Applicants who comply with the above-mentioned requirements may submit their CV's plus certified copies of educational qualifications and testimonials to: **Ms Regina Shiimi, Human Capital Division, P.O. Box 2925, Walvis Bay, Contact Details: 064-201 9000 or hand deliver at Erongo RED Head Office, 1st Floor, 91 Hage Geingob Street, Walvis Bay.** Please note that no documents will be returned and no faxed or e-mailed applications will be accepted. Only shortlisted candidates will be contacted for interviews and subjected to a Polygraph test.

**CLOSING DATE: MONDAY, 17 MAY 2021**