



# Job Advert

## Procurement Stores Assistant Permanent

The Procurement Stores Assistant supports the Reserve and Hospitality Operations by ensuring that all products purchased by the Procurement Team are securely received and stored in the correct bays ready for distribution. The Procurement Stores Assistant supports the Reserve and Hospitality Operations by conducting scheduled and regular inventory counts and assist in maintaining the PAR levels of stock and advise managers of low stock levels. This position is also responsible to ensure that all goods received are in good condition and meets the relevant health, safety and security requirements and all invoices are reconciled. To ensure that deliveries and collections are done by loading and transporting of stock, goods and laundry between lodges.

| Dimension                                     | Job Requirements   |
|---|--|
| <b>Thinking Ability</b>                       | <ul style="list-style-type: none"><li>▪ Ability to follow instructions and adhere to schedules</li><li>▪ Ability to anticipate needs and communicate accordingly</li><li>▪ Ability to correctly communicate detailed information to others</li><li>▪ Ability to recognise safety or security concerns</li><li>▪ Ability to deliver in line with set timeframes.</li><li>▪ Ability to prioritize and adjust routine to allow for unforeseen circumstances</li></ul>   |
| <b>Academic Qualifications and Background</b> | <ul style="list-style-type: none"><li>▪ Grade 10 or equivalent</li></ul>   |
| <b>Work Experience</b>                        | <ul style="list-style-type: none"><li>▪ Two years of previous experience in a similar role</li></ul>   |
| <b>Job technical Skills</b>                   | <ul style="list-style-type: none"><li>▪ Valid Code 10 Drivers license</li><li>▪ South African Public Driver Permit (PDP)</li></ul>   |
| <b>Personal Qualities</b>                     | <ul style="list-style-type: none"><li>▪ Committed to creating environments and systems that enable the delivery of exceptional services</li><li>▪ Displays a sense of urgency and dedication to meeting deadlines</li><li>▪ Effective in creating and fostering an environment of collaboration and commitment</li><li>▪ Ability to work independently</li><li>▪ Presents impeccable grooming and deportment</li><li>▪ Acting in a professional manner at all times</li><li>▪ Emotionally stable, even tempered and calm when faced with challenges</li><li>▪ Maintains positive outlook in most challenging situations and circumstances</li><li>▪ Sober habits</li></ul> |
| <b>Business Values</b>                        | <ul style="list-style-type: none"><li>▪ Embraces, supports and models organisational values and culture</li></ul>  |

*Sanbona shall apply the employment equity principles as set out in the Employment Equity policy and Plan.*

*Interested applicants should submit a comprehensive Resume/ CV with all supporting documents to [careers@sanbona.com](mailto:careers@sanbona.com) by no later than **20 April 2023**.*

#### CONSENT TO PROCESS YOUR INFORMATION:

By sending us your application, Curriculum Vitae, academic records, qualifications, or any other personal information as defined by POPIA:

1. You have disclosed up to date and accurate records; and
2. You agree to us keeping your records in our data base as per our Retention Policy.

#### Declaration:

By agreeing to the terms herein, you give Sanbona the authority to process your personal information. This consent will remain valid until such time as we have received instructions from you to request, subject to any applicable law and where appropriate, the correction, updating or deletion of your personal information held by us. You further acknowledge and declare that all personal information supplied to Sanbona is accurate, up to date, not misleading and complete in all respects