



Vacancy

Dynamic Fluid Control, a local manufacturer of valves, has a unique and diversified portfolio of products catering for the mineral processing, power generation, water and affluent markets. We have a strong strategic approach towards active participation in global markets.

The following position has become available at DFC: #DFC12042024 - 1

POSITION: Finished Good Administrator
LOCATION: Dynamic Fluid Control (Benoni)
REPORTING TO: Warehouse Manager

JOB SUMMARY STATEMENT: Verify and keep records on incoming and outgoing goods. Prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying and recording incoming merchandise or material; and arranging for the transportation of products.

KEY PERFORMANCE AREAS (DUTIES & RESPONSIBILITIES):

- Assist with the implementation of all transformation processes in the BU / Area of responsibility - Receiving and receipting of incoming goods Assist with the implementation of an effective HR support function
- Assist with stock controls and stock takes
- Responsible for controlling stock levels
- Obtain and fill customer orders, deliver stock items as appropriate, answer questions on ordering procedures
- Maintain files; compile records of supply transactions.
- Maintain warehousing and purchasing procedures, inventory procedures and forms
- Maintenance of inventory files
- Monitor and order office supplies
- Maintain a filing system for financial documents
- Prepare batches of delivery notes for data entry to sales department

ACADEMIC QUALIFICATIONS:

- B Com – Accounting
- National Diploma – Financial Management

EXPERIENCE:

- 3 years Related work experience – within the manufacturing industry

KNOWLEDGE, SKILLS & ABILITIES:

- Being able to plan delivery schedules & Giving instructions to dispatching team & drivers.
- Stock counts & Cycle stock counts weekly to monthly, internal adjustments.
- Dealing with customers & suppliers directly.
- Being able to work as a team. Problem solving skills. Working under pressure to reach weekly & monthly targets. Controlling & Filing of documentation.
- Safekeeping of delivery notes & submitting daily for invoicing.
- Identifying of stock conversions.

- Basic to advanced Advanced experience in SAGE, Magnitude, excel, Microsoft Word & Outlook.
- Keeping Customer confidentiality is crucial.
- Being Innovative to keep improving systems constantly

CLOSING DATE: 19 April 2024

Please note we have a DFC recruitment mailbox. Kindly send your detailed CV to the following email address:

recruitment@dfc.co.za

In line with our commitment to transformation, suitable qualified candidates from previously disadvantaged groups will be given preference.

While the company's recruitment policy stipulates that all positions will be advertised, provision is also made for appointments to be made in accordance with the company's succession planning strategy and practice when filling vacancies