

## **Store Foreman Vacancy**

Harrismith, Eastern Free State

### **Requirements:**

- Store and purchases experience
- Mechanical background
- Computer literate
- Datatim and Pastel knowledge would be beneficial

### **Duties include:**

- Purchases
- Obtaining quotations from suppliers
- Stock handling and control
- Daily, weekly and monthly stocktaking
- Supervise staff
- Available for callouts
- Devise ways to optimize inventory control procedures
- Inspect the levels of business supplies and raw material to identify shortages
- Ensure product stock is adequate for all distribution channels and can cover direct demand from customers
- Record daily deliveries and shipments to reconcile inventory
- Use software to monitor demand and document characteristics of inventory
- Place orders to replenish stock avoiding insufficiencies or excessive surplus
- Analyse data to anticipate future needs
- Evaluate suppliers to achieve cost-effective deals and maintain trust relationships
- Collaborate with warehouse employees and other staff to ensure business goals are met
- Report to upper management on stock levels, issues etc.

**LOUTRANS (PTY) LTD.**

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