



# Consignment Control Officer X 2 RECRUITMENT ADVERT 2024

**Salary: R13 617.69 per month excluding benefits**

## JOB PURPOSE:

Receive and capture consignments at the Main Receiving gate and ensure that consignments entering the premises of the company are correctly reflected on the delivery notes. To conduct inspections on the JM premises of vehicles to ensure alignment of stated versus actual deliveries.

## DUTIES AND RESPONSIBILITIES:

- Ensure that accurate information is recorded on the Sales Processing System.
- Servicing +-6000 producers on the Sales Processing System
- Issue new gate reference number for missing line items
- Issue new gate reference number from the market agents
- Issue new gate reference number for undeclared consignment
- Perform physical stock count of commodities at the platform
- Report unauthorized deliveries and submit daily report to the Consignment Supervisor
- Ensure customer satisfaction and positive rapport with all stakeholders
- Promote general quality and food safety requirements for supply of fresh produce to the Joburg Market
- Ensure proper care in the use and maintenance of company assets
- Promote continuous improvement of workplace safety and environmental practices
- Consolidate delivery notes per agent and print daily delivery notes listing
- Update and maintain delivery notes per Agent and Wholesaler
- Identify and report trans-shipment and cross docking.
- Furnish Investigators with queries that need to be investigated.
- Liaise with Core Operations Departments to resolve queries. .
- Handle telephone enquiries from different stakeholders.
- Submit daily platform report to the Consignment Control Supervisor.
- Understand, implement and adhere to Market Bylaws.
- Perform miscellaneous duties which are work related as assigned






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### Qualifications:

- Grade 12 / Matric
- NQF level 6 logistics management, public administration and business management qualification will be an added advantage.

Joburg Market is an equal opportunity employer. All appointments will be made in accordance with Joburg Market Employment Equity Policy. Employer has the right not to make an appointment.

Email to [cco2024@joburgmarket.co.za](mailto:cco2024@joburgmarket.co.za)

Please note all CV's must have the following

Attachments: Cover Letter, certified copy of ID, and supporting qualifications, if not attached your application will not be considered.

Please take note that if you are not contacted after 4 weeks of closing date, consider your CV as unsuccessful.

**The closing date is 27 December 2023 at 12h00**

**Whites, Coloureds, Indians and South African living with Disability are encouraged to apply**



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