



Joburg Market (SOC) Ltd

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CONSIGNMENT CONTROL GATE KEEPER X12

SALARY: R9 039.00 per month basic, excluding benefits

DUTIES AND RESPONSIBILITIES:

Stop and search vehicles and request documentation for all fresh produce consignments and returns, direct vehicle to quarantine lane if no documentation is available until documentation is produced accordingly, ensure traffic flows are managed, quick service to all stakeholders delivering produce, hand documentation to consignment control officer inside cubicle to capture data accordingly, recording of non-compliance / undeclared deliveries (gate level), ensures customer satisfaction and positive reports with all stakeholders, proper care in the use and maintenance of company assets, continuous improvement of workplace safety and environmental practices, ensures promotes performs clerical duties and operate a computer terminal /and manual entries on OB, investigate unauthorized delivery to agent and wholesalers, report unauthorized deliveries directly to shift supervisor, handle telephone enquiries from different stakeholders and clear communication with all Market agent and wholesale staff (salesman , office , directors), ensure accurate information recorded on the system, able to compare delivery notes to arrivals list, able to interpret delivery note in order to capture correct quantity, commodities and issue market reference number accordingly / correction, understanding and adherence of Market Bylaw towards all elements

Perform miscellaneous duties which are work related as assigned

REQUIREMENTS:

- Grade 12 / NQF level 4
- Up to 1 year relevant experience

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. Please forward all applications to consignment-control-gate-keep@joburgmarket.co.za

Please note all CV's must have attached the following: Cover Letter, Certified copy of ID and supporting Qualifications, if not your application will be rejected. Please take note if not contacted after 4 weeks of closing date, consider your CV as unsuccessful. **NO APPLICATION FORM MUST BE COMPLETED.**

N. B. Applicants from Indian, Coloured and White population Groups are encouraged applying.

The closing date is 16 March 2022 at 12:00 pm.