



Joburg Market (SOC) Ltd

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www.joburg.org.za

CONSIGNMENT CONTROL OFFICER

SALARY: R10 661.00 per month basic, excluding benefits

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, number from the market agents, 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, Ensure customer satisfaction and positive rapport with all stakeholders, 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.

Liaise with Core Operations Departments to resolve queries, handle telephone enquiries from different stakeholders, submit daily platform report to the Consignment Control, understand, implement and adhere to Market Bylaws. 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-officer@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.


3/7/2022