



Joburg|Market

Joburg Market (SOC) Ltd

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www.joburg.org.za

HALL INSPECTOR

Salary: (T10/C2) R23 777. 00 per month basic excluding benefits

JOB PURPOSE:

To authorize daily transactions on the sales processing system, control stock movement within specified procedures and ensure adherence to market bylaws with the aim of securing revenue and ensure products are sold in a hygienic environment that is complimented by friendly customer service (Market agents and Buyers).

DUTIES AND RESPONSIBILITIES:

- Cancellations of Market sales note (MSN), Proxy & overdraft sales, Authorize manual late sales upon request, Price variance, and Stock reservation.
- Approve Goods Received Notes (GRN) modification.
- Conduct stock control measures.
- Ensure the following that stock reconciliation variances are accounted for, that produce identified for destruction is removed from the sales floor and destroyed within a specified procedure(SOP), that stock is moved in/out with the valid documentation, that non-fresh produce items that do not relate to operation is not stored on the sales floor, that pallets and produce are neatly stacked and packed, that documentation of approved transactions are submitted to management and are accounted for, that daily documentation of approved transactions are reconciled, that evidential photos relating to transactions (destruction of stock, cancellations, returns, displays) taken are filed accordingly, that allocated company assets are safely kept and accounted for, that SOP's are adhered to at all times.
- Monitor stock age report and ensure that all stock is accounted for
- Conduct daily hygiene inspection of the Market Agents sales floor, the platform and ensure corrective actions are undertaken.
- Complete daily hygiene checklist.
- Attend to all market related activities/queries/incidents within the trading hall as they arise and write statements and/or reports thereto.
- Communicate with and assist stakeholders when required.
- Enforcement of the market bylaws.
- Report any transgression of market bylaws to management.
- Verify shortages on delivery notes and ensure adjustment on the sales processing system.
- Oversee compliance to Occupational Health and Safety regulations.

Perform miscellaneous job-related duties as assigned.

QUALIFICATIONS:

- o National Diploma in Agricultural Management
- o 2 years' experience in the Fresh Produce Industry

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

Email to: hall-inspector@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 be rejected. **NO**


APPLICATION FORMS MUST BE COMPLETED.

By submitting your application for a position at Joburg Market, you are consenting that the personal information submitted as part of your application may be used for the purposes of Recruitment and Selection and related process.

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

Employment Equity Target: White Male.

The closing date is **27 January 2023** at 12:00 pm


18/01/23