



# HALL SUPERVISOR

**SALARY: (T12/C4) R33 252.72**

**PER MONTH BASIC**

**EXCLUDING BENEFITS**

## JOB PURPOSE

To supervise the day-to-day sales hall operations while ensuring that internal systems and Market By-Laws are adhered to, with the aim of securing the revenue and ensure products are sold in a hygienic environment that is complimented by a friendly customer service (Market agents and Buyers)

## DUTIES AND RESPONSIBILITIES

- Oversee and supervise hall inspectors which includes work allocation, leave, training, performance and problem resolution, the hall hygiene, the authorization of transactions on Sales Processing System within specified procedures (SOP), Participate in the development of operating goals and objectives for the unit; recommends, implements, and administers methods and procedures to enhance operations as appropriate to the unit, daily inspection within the Market Agents sales floor and the platform, that pallets and produce are neatly stacked and packed, that destroyed produce is removed from the sales floor, that evidential photos relating to transactions (destruction of stock, cancellations, returns, displays) taken are filed accordingly.
- Implement and maintain an effective record keeping system.
- Schedule and co-ordinate shifts.
- Prepare and co-ordinate section roster for Hall Inspectors.
- Supervise the hall hygiene
- Authorise previous day market sales note cancellation
- Recheck stock take reconciliations and all sales related documentation.
- Perform stock take recount where necessary.
- Monitor stock age report and ensure that all stock is accounted for, and Enforce Market By Laws and report any transgressions to management, adherence to trading halls hygiene standards.
- Attend to queries as they arise and write statements and/or reports thereto.
- Communicate with and assist stakeholders when required.

*12/09/23*



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PO Box 86007  
City Deep, Johannesburg  
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2049

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**EXCLUDING BENEFITS**



- Ensure that documentation of approved transactions are submitted to management and are accounted for.
- Ensure that daily documentations of approved transactions are reconciled with the sales processing system generated report, effective record keeping, that allocated company assets are safely kept and accounted for, non-fresh produce items that do not relate to operation is not stored on the sales floor, that produce identified for destruction is destroyed within a specified procedure (SOP) and it is removed from the sales floor timeously, that stock reconciliation variances are accounted for.
- Update and manage the asset register on a monthly basis.
- Compile and submit reports.
- Perform miscellaneous job related duties as assigned.

## QUALIFICATIONS

- Degree/ National Diploma in Agriculture/Business Management.
- 3 years' relevant experience.

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: [hallsuper@joburgmarket.co.za](mailto:hallsuper@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 African Female**

**The closing date is 22 September 2023 at 12:00 pm**

*[Handwritten signature]*  
12/09/23



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