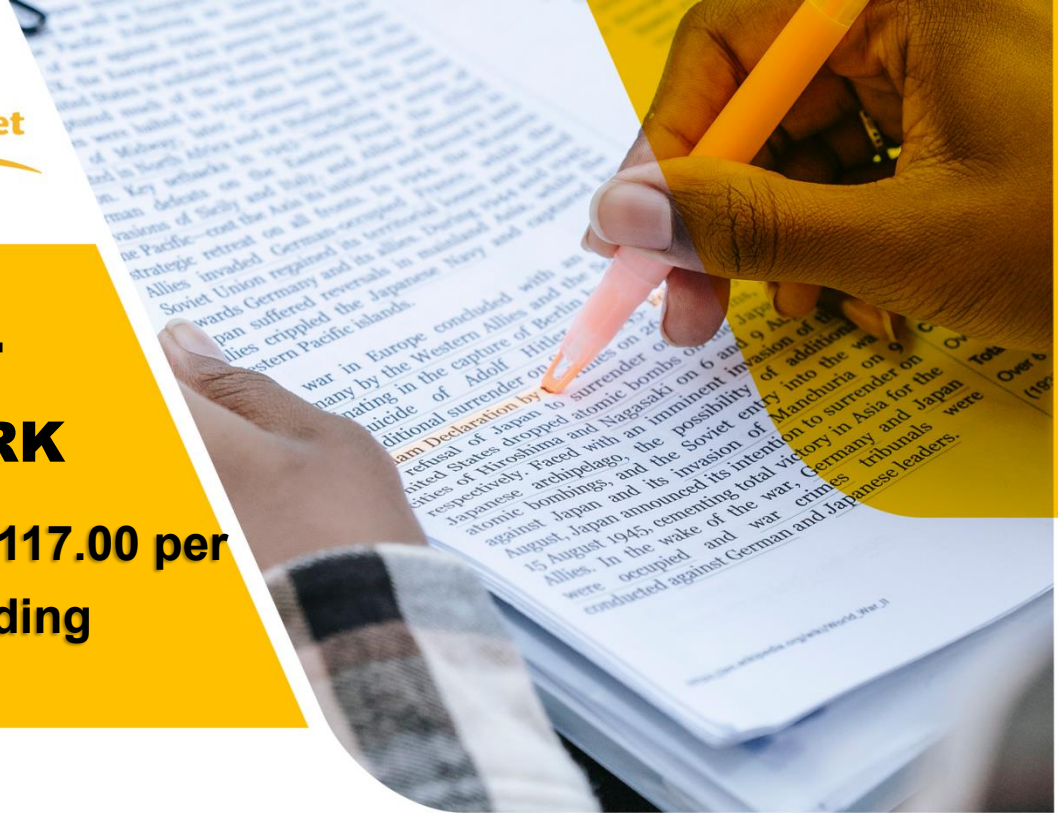




RE-ADVERT CONSIGNMENT CONTROL CLERK

Salary: (T6/B3) R15 117.00 per month (Basic Excluding benefits)

JOB PURPOSE

To ensure that the reconciliation functions of all consignment processes are recorded accurately and corresponds to the actual counts compared to the Sales Processing System, inline to the structures and compliance to set By-laws and company policies. To perform clerical admin duties.

DUTIES AND RESPONSIBILITIES

- Recording of Delivery notes (audit level).
- Checking and ticking of outstanding deliveries from previous day.
- Compile queries and directs deliveries for Investigators.
- Compile shortage listing and submit to archive clerks for reconciliation.
- Sort delivery notes according to agents, wholesalers and batch them.
- Reconcile all delivery notes with the Sales Process System.
- Ensure customer satisfaction and positive rapport with all stakeholders.
- Ensure proper care in the use and maintenance of company assets.
- Promotes continuous improvement of workplace safety and environmental practices.
- Report unauthorized deliveries.
- Control unique gate numbers and cancellations with market agents.
- Record all queries and shortages and update files with investigators comments.
- Handle telephone enquiries from different stakeholders and clear communication with all Market agent staff (salesman, office).
- Interpret delivery note to be able to do the (GRN) good receive notes in order to capture correct quantity, commodities and issue market reference number accordingly / correction.
- Perform miscellaneous job-related duties as assigned.



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RE-ADVERT CONSIGNMENT CONTROL CLERK

**Salary: (T6/B3) R15 117.00 per
month (Basic Excluding
benefits)**

ESSENTIAL SKILLS

- Typing and data capturing ability.
- Ability to read, understand, follow, and enforce safety procedures.
- Ability to receive, produce, and/or delivered goods.
- Skill in the use of personal computers and company related software applications.
- Ability to prepare routine administrative paperwork.
- Knowledge of customer service standards and procedures.
- Time management.
- The highest level of client and business confidentiality at all times.

QUALIFICATIONS

- NQF level 6 or NQF 7 in Business Management/Public Administration/Public Management.

EXPERIENCE

- 2 years relevant experience.

ADDED ADVANTAGE

- Sales Processing System Knowledge.

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.

Please take note that only online applications will be considered, please apply using the link below:

<https://joburgmarket.ecox.io/>

Please note all applications should 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.

Applicants are respectfully informed that, if no notification/appointments/ response is received within six (6) weeks of closing date, they must accept that their application was unsuccessful.

EE targets: Coloured Females are encouraged to apply.

The closing date is Wednesday, 5th August 2026 at 12h00 Middyay.



22/07/2026