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Pikitup Johannesburg (Pty) Limited

63 Juta Street Private Bag X74 Tel +27(0) 11 712 5200  
Cnr Bertha Street Braamfontein Fax +27(0) 11 712 5322  
Braamfontein 2017

www.pikitup.co.za

## Vacancy

**Closing date for applications: 22 July 2011**

Position : **Logistics and Disposal Manager**  
Department : **Supply Chain Management**  
Location : **Head Office**  
Level : **D3**  
Reporting to : **General Manager - SCM**

### Key Responsibilities:

- + Set reordering levels correctly to prevent stock outs or overstocking.
- + Maintain data integrity on system by overseeing stock takes at regular intervals as specified in the company policies and procedures, and variances accounted for.
- + Develop proper systems and controls and ensure adherence to all stock movement.
- + Ensure that logistics for transportation of stock is in place.
- + Oversee the storage of commodities.
- + Reduce transportation and storage costs through logistics planning.
- + Serve as a Centre of Excellence with regard to Inventory and logistics.
- + Ensure accuracy and integrity of information from asset registers and stock takes which ultimately appears on the balance sheet.
- + Ensure compliance with all legislation, policies and procedures.
- + Analyse and consolidate requests for the disposal of redundant or obsolete assets.
- + Convene and chair the Assets Disposal Committee and guide the process.
- + Oversee the auction processes including administration and physical presence of auctions.
- + Ensure that the catalogue is maintained containing all specification information on all stock items.
- + Ensure that data clean ups are carried out regularly so that the master data is as accurate as possible.
- + Carry out the asset verification process at pre-determined levels.
- + Maintain good work relations with internal and external clients.
- + Supervision and development of staff.

### Requirements and Experience:

- + A degree or diploma in Logistics/Procurement/Supply Chain Management
- + 5 years inventory and logistics experience, 2 years of which should have been at supervisory/managerial level
- + Knowledge of SAP
- + Knowledge of relevant legislation
- + Knowledge of relevant company policies and procedures

### Particulars of advertiser:

**E-mail: [recruitment@pikitup.co.za](mailto:recruitment@pikitup.co.za)**

- **Please quote the above position name on all correspondence relating to this circular / advert.**
- **Pikitup reserves the right not to fill any vacancies.**

#### Directors

\*I Mkhabela (Chairman), \*Dr W. Nyabeze, \*Y. Ndema, \*L. Brenner, \*K. Parirenyatwa, \*N. Msezane, \*H. Sutherland, Dr. N. Mabuya, \*T Mashanda

#### \*Non Executive

B Memela (Company Secretary)

- **Correspondence will only be entered into with shortlisted applicants. Should you not hear from us within 30 days after closing date of the advert please consider your application unsuccessful.**
- **PIKITUP IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYMENT EQUITY PRINCIPLES AND REDRESSING THE IMBALANCES OF THE PAST, PREFERENCE WILL BE GIVEN TO SUITABLE CANDIDATES FROM DESIGNATED GROUPS**