

# WAVE OF OPPORTUNITY VACANCY

Seaflower Group of Companies: incorporating the two main subsidiaries, Seaflower Whitefish Corporation Limited & Seaflower Lobster Corporation based in Lüderitz, is an Equal Opportunity / Affirmative Action employer and requires the services of a Senior Store Administrator at its Head Office in Lüderitz

## SENIOR STORE ADMINISTRATOR

### THE PRIMARY PURPOSE OF THE POSITION IS TO:

- Achieving high levels of supplier's satisfaction through excellence in receiving, identifying, dispatching and assuring quality of goods.
- Organizing and maintaining inventory and storage area.
- Ensure that stock is readily available at all times needed.
- To oversee that suppliers are contacted in time and orders are placed in time to ensure availability of stock.

### KEY RESPONSIBILITIES

- Stock Counting
- Do regular spot-checks on shelves to see that there are enough stock.
- Ensure that purchase requisitions are correct and have an understandable description from departments.
- Process all received requisitions on computer system to ensure that it is deducted from current stock for departmental transfers.
- Organize and maintain inventory and storage area.
- Ensure shipments' and inventory transactions' accuracy.

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Grade 12
- More than 5 years' experience in the stores/procurement/warehouse department.
- More than 2 years' experience in management at a supervisory level.
- Knowledge of SAP system
- Excellent planning and organization skills.
- The ability to work independently.
- Code 08 drivers' license

### NB: All applications must accompanied by;

- Curriculum vitae
- Certified copy of all relevant qualifications, ID, Certificate of Good Conduct.
- Application not meeting the above requirements will be automatically disqualified.
- Only electronic documents received via the email will be considered.

If this is appealing to you, submit your job application by email to: [hr@seaflower.com.na](mailto:hr@seaflower.com.na)

For more information please visit our website at [www.seaflowergroup.com.na](http://www.seaflowergroup.com.na)

**Closing Date: 03 June 2022 at 17h00**

