



LIQHOBONG MINING DEVELOPMENT COMPANY (Pty) Ltd STOREMAN

Liqhobong Mining Development Company (Pty) Ltd, a subsidiary of Firestone Diamonds PLC, invites suitably qualified, self-driven, results oriented and competent Basotho to apply for the vacant position of **Storeman**.

Job purpose

To maintain levels of materials in the store and record stock received, stock issued, balances on stock levels as well as to record diesel purchased and dispensed.

Responsibilities

Under the direct supervision of the **Stores Coordinator**, the incumbent will carry out the following duties and responsibilities;

- Coordinate collection of diesel data electronically or physically from Diesel Attendant;
- Collate diesel data received and submit report to Stores Coordinator;
- Keep store area and environment clean;
- Pack store items neatly and orderly;
- Label shelves and racks clearly and keep updated as required;
- Monitor stock levels on diesel and other items and advise departmental heads to initiate orders timeously;
- Receive requisitions for stores items from users and dispense accordingly;
- Record items issued in appropriate record books and obtain signature for receipt;
- Receive goods and ensure correctness by physically checking items against invoice details and maintain accurate records ;
- Participate in stock taking quarterly by completing stock counts;
- Maintain records of all stock count and note variances and reasons for any differences;
- Report stock taking data, details and variances with reasons to Procurement Manager.
- Comply and adhere to the company's policies, procedures and practices.

Legal and other requirements

- Police clearance and medical examinations of fitness;
- Driver's license

Qualifications and experience

- 3-5 years' experience as a Stores Attendant preferably in a mining or construction environment;
- COSC/Matric or equivalent plus administrative exposure;
- MS Office.

Skills and competencies

- Accuracy
- Approachable
- Assertiveness
- Attention to details
- Ethical
- Numeracy skills
- Communication skills;
- Time management and dead-line driven.

Attributes

- Consistent with agreed principles of correct moral conduct;
- Knowledge of company stores policies and procedures;
- Knowledge of systematic storing of items.

Application letters including a detailed CV and certified copies of relevant qualifications should be submitted to:

The Human Resource Department
Liqhobong Mining Development Company
LCCI Office Complex
Corner Princess Margaret and Orpen Road Maseru.

email: careers@firestonediamonds.co.ls

Closing date for submission of applications is Friday 7 October 2016 at 16h00

Start date is 1st November 2016

Disclaimer: Only shortlisted candidates will be contacted