



VLAKFONTEIN MINE

INTERNAL AND EXTERNAL ADVERT

JOB TITLE : STORES CONTROLLER

DEPARMENT : FINANCE – SUPPLY CHAIN MANAGEMENT

TYPE OF EMPLOYMENT : PERMANENT

JOB PURPOSE

The role of the Stores Controller is to manage and coordinate the provision of goods, Personal Protective Equipment (PPE), and materials needed for effective mine operations. The role involves maintaining inventory accuracy, controlling access to storerooms, managing asset records, and ensuring compliance with company policies, safety standards, and audit requirements.

EDUCATIONAL QUALIFICATIONS AND EXPERIENCE

- Grade 12 or equivalent
- Medical Certificate of Fitness
- English proficiency
- Communication skills

Experience

- 3 – 5 years' of experience in developing, implementing, and maintaining electronic stores system based on knowledge of inventory processes and practices.
- Advanced skills in Microsoft Office, especially Microsoft Excel.
- SAPR3 experience.

REPORTING LINE

The successful incumbent will report to the Supply Chain Management Specialist.

MAIN OUTPUT AND RESPONSIBILITIES

The Stores Controller shall be responsible for, not only limited, to the following:

Issuing of items

- Maintaining proper records relating to the recipient and issuing of consumable, supplies, tools, and equipment.
- Issuing of all materials, including hazardous chemicals and other materials used for production.
- Issuing of diesel for the exclusive use of the company and completion of Diesel Issue Register.
- Handling of Project specific tasks and completion of Job Movement Register.

Inventory Control

- Maintaining the stock registers, entering therein all receipts, issues, and balance of consumables, supplies, tools, and equipment and conducting physical verification.
- Maintain inventory for and proper storage of as required.
- Receive, control, and submit completed inspection checklists on weekly basis.
- Implement and perform periodic and annual stock counts.
- Maintain minimum re-order levels of consumables and supplies, according to company policy.
- Assist Finance department with annual asset verification.
- Daily cycle count conducted as per schedule.
- Investigate variances from stock take and report to Management.
- Implement preventative measures to prevent variances re-occurring.

Asset verification and Administration

- Conduct annual asset verification.
- Reconcile assets yearly.
- Barcode new assets and update registers.
- Manage asset disposal and update the asset register.
- Ensure monthly asset depreciation on SAP.
- Compile PPE notes for inclusion in the Annual Financial Statements.

Stores Supervision

- Capture material reservation on SAP for goods to be issues.
- Maintain warehouse tidiness and clear packaging.
- Receive goods as per purchase orders.
- Ensure goods meet the correct quality and quantity measures.
- Update SAP with goods received.
- Regular stock-taking.
- Issue items to end-users and maintain records.
- Control storeroom access.

CLOSING DATE: 10 JUNE 2025

Please submit a detailed CV with certified copies of qualifications to aerecruitment@aemfc.co.za

Use the name of the position mentioned above on the subject line.

Terms and Conditions: AEMFC retains the right not make an appointment. Correspondence will be with shortlisted candidates only.

Applications received after the closing date will not be considered. If you have not heard from us within 90 days of the closing date, assume that your application was not successful.

NB: As part of our recruitment process, candidates will be required to undergo Vetting/Security clearance and reference checks.

In order to consider any application for employment, AEMFC will have to process your personal information. The documents will solely be used for recruitment purposes. The Protection of Personal Information Act, 4 of 2013 (POPIA), provides that when one processes another's personal information such collection, retention, dissemination, and use of that person's information must be done in a lawful and transparent manner.