

NOTIFICATION OF INTERNAL VACANCY

1. VACANCY : PERMANANT

Company: SONDOR INDUSTRIES PTY LTD Position: Production Clerk – “B1”

2. THE COMPANY (Synopsis)

Sondor Industries Pty Ltd , a leading manufacturer and converter of expanded closed cell foam plastics and rubbers requires the services of a Production Clerk at our Branch in Port Elizabeth

3. KEY OBJECTIVE (Position Description - Key Objective)

To ensure the ordering and stock planning duties are performed on an ongoing basis to provide “on hand” information to the Production Manager/ Supervisor.

4. MINIMUM REQUIREMENTS (Position Description - Specifications)

1. Education: Grade 12/ or equivalent qualification
2. Qualifications:
3. Experience: 2 years previous working experience will be an advantage

4. Duties :
 - Stock capturing and stock adjustments
 - Receiving works orders
 - Updates progress reports – stock capturing/receiving
 - Issuing stock and delegating works orders
 - Recording of sales orders
 - Liaising with stores

Other: Doing additional duties as deemed necessary

5. APPLICATION

Interested employees may submit their application together with a comprehensive curriculum vitae, marked “Private & Confidential”, by not later than the 8 August 2011 to:-

Contact person: Marco Devoti e-mail : marcod@sondor.co.za Tel: (021) 959 5969

Address: P.O.BOX 923, SANLAMHOF, 7532
PAROW INDUSTRIA;

Date: 27 July 2011 Signature: _____

Please Note:

You are required to inform your immediate Supervisor about your application prior to submission. In the event you offered the position, you must inform your HR Department immediately to facilitate a smooth handover of your current responsibilities. Failing this may render your application and/or appointment void.