INTERNAL - VACANCY	Materials Clerk Ref No: MC20261116	EXTERNAL -VACANCY

Job Title	Materials Clerk	Department	Finance	Job Grade	B3

Published Date	16 November 2026	Closing Date	24 November 2026

Working environment	This position requires the successful incumbent to work on surface

THE FOLLOWING QUALIFICATIONS AND EXPERIENCE ARE ESSENTIAL

- Grade 12 / National vocational Certificate Lev 4 (Supply Chain or Inventory Management)
- Relevant certification in Stores or Inventory management will be advantageous.
- A valid forklift license is advantageous
- At least 4 years' experience in similar role
- Good general health AND requires a certificate of fitness (red ticket).

- Receiving and issuing of inventory & Directly Purchased Items
- Loss and Damage Control
- Health and Safety
- Operate Mobile Lifting Equipment such as forklift.
- Issuing Waybills
- Housekeeping and Maintenance Control

ALLTHOUGH NOT LIMITED TO, THE INCUMBENT'S MAIN RESPONISIBILITIES WILL INCLUDE

- Inventory Items / Direct purchase items: Receive at main store as per purchase order, check delivered stock for validity, quantity & quality. Label all received items with the correct item number.
- Goods received are correctly entered into NetSuite (GRV)
- All delivery notes or invoices to be recorded on sign-off sheet and taken to Creditors department.
- Accurate filing system is maintained.
- Receiving and issuing procedures are adhered to.
- Stock takes and cycle counts are conducted continuously.
- Losses and damaged goods are reported.
- No LTIs in area of responsibility
- Own RA's and IR's completed to standard

- Daily Safety meetings are attended.
- Ensure that functions are performed in terms of the Mine Health and Safety Act (MHSA)
- Materials are moved according to standard.
- Equipment is used to standard.
- Only equipment that the employee is licensed to operate is used.
- Waybills are issued when required and authorised according to standard.
- All Waybills are accounted for.
- Stores area is kept neat and tidy.
- MHSA regulations and standards regarding demarcated areas are adhered to.
- All ad-hoc and other duties are carried out as and when required.
- Overtime is worked when required.
- Standing standby

PHYSICAL REQUIREMENTS

- Good general health and requires a certificate of fitness (red ticket)
- Good Interpersonal skills
- Good communication skills
- Good customer skills
- Good numerical accuracy and strong attention to detail

EASTPLATS FIVE STAR PERFORMANCE MANAGEMENT SYSTEM

Candidates should be able to deliver in the 5 ☆ star performance areas of Eastplats:

1. Operational results: i.e. technical and financial targets.

2. SHERQ results: Safety, health, environmental, risk and quality systems.
3. Leadership and People results: high level of leadership and career growth development orientation.
4. Management results: implementation of systems to achieve targets.
5. Customer and Relationship results: e.g., Relationships with peers, Managers, and customers.

Candidates must display alignment with Eastplats Value System

Note:

POPIA Disclaimer

A. **By sending your CV to the e-mail address on this advertisement you agree to:**

- **The processing of your personal information and sharing it with third parties for verification**
- **The exercise of your rights provided by POPIA.**
- **To acknowledge that Eastplats will keep the record of your personal information confidential**

B. **Candidates should forward their CV's, stating the Reference No as indicated above and the position opportunity being applied for to: hrvacancy@eastplats.co.za. Eastplats subscribes to the principle of equal opportunities in line with its Employment Equity Policy**

- **CV's can be handed in at the mine human resources by the recognized ward councilors or their delegates on Tuesdays and Thursdays before the closing date.**
- **CV's received after the 24th November 2026 will not be accepted or considered**