

# WINELANDS PORK

## EXTERNAL: ADMIN. & PROCUREMENT CLERK

The applicant interested in this position must comply with the following qualifications / minimum requirements.

### Qualifications / Requirements:

- Entering batches onto Aba-Grade and recording them in book
- Balancing pigs of the day before slaughter
- Entering ZA numbers, SCF and receipt numbers (farmer's member and WLP number)
- Doing invoices once pigs are balanced
- Credit of incorrect invoices
- Keeping up to date with 7 days and 14 days farmer payment accounts
- Payment of farmer's accounts on a day-to-day basis
- Filing of invoices and proof of payment
- Printing of additional invoices and proof of payments to post to farmers
- Boxing of payment packs once all signed off by the Financial Director and MD
- Ordering of tea, coffee, and sugar hampers for all departments
- Diesel requisitions
- Place orders for diesel, chemicals, protective clothing, knives, etc.
- Place orders for toilet paper, hand towels, refuse bags as well as collecting orders from staff
- Invoice employees and distribute their orders – copies of invoices to relevant departments
- Tenants invoicing for electricity, water, and sewer
- Purchase Orders
- Able to demonstrate good organizational skills, following company policies, procedures, and work practices
- Independent thinking and having the ability to do job planning
- Matric / Grade 12 or relevant higher qualification
- Computer literate
- Accurate
- Email and Excel skills / knowledge
- Sober habits
- Punctual
- Must be able to communicate on all levels
- Own / reliable transport
- Be able to work under stressful circumstances
- Good office housekeeping
- Excellent timekeeping
- Own cell number
- Excellent health
- To work overtime when required as well as weekends and public holidays
- Perform assigned duties in a timely manner
- Co-ordinate and work in a team environment
- Receive a lot of "on the job training" to become multi-skilled
- Be able to work alone with minimum supervision and be always reliable

Additional training for relieve purposes:

Daily:

- Balance slaughter totals in pig receiving book
- Update slaughter list
- Check private slaughters and email to relevant staff
- Balance, invoice, and email private slaughters for Meat Only & Chalala
- Email invoices to producers and show condemnns and load numbers on invoices
- Liaise with Sales Manager and Telesales and Freddy regarding slaughter totals and sales

Weekly:

- Check average weights
- Update producer statistics
- Update producer weekly slaughter totals
- RMLA levy every Tuesday
- Slaughter list to email to Directors
- Order labels from Print Q
- Check condemnns and photos
- Update farmer prices on Abaserve when necessary

Monthly:

- Balance monthly slaughter totals
- Update producer statistics for the month and email and file
- Send graphs to producers

Extras:

- Newsletter
- Rummy sale
- Advertising campaigns
- Facebook updates for butchery
- Posters for butchery
- Catering / Platters for Directors' meetings

All CV's to be send to [nikita@wlpork.co.za](mailto:nikita@wlpork.co.za) by no later than 30 April 2024 at 12H00.

The successful candidate will report directly to the Procurement Manager.