



**Vacancy: ESG Exports - Johannesburg, South Africa**

**Storeman - M5627**

**Closing date: 30 June 2026**



### **Roles & Responsibilities:**

- To receive, issue and store stock in store as per requirements.
- Ensure stock accuracy of the entire store.
- Ensure that all stock is properly wrapped and stored in a sealable condition.
- Report all stock variances and discrepancies to the Manager.
- To record and store customer samples.
- Receiving and verification of stock.
- Capturing of received goods on the system.
- Picking processed orders promptly and packing these in the dispatch area.
- Signed confirmation of picked goods on the document.
- Receive and verify credit returns and place in demarcated area.
- Strictly follow BMG credit return procedure.
- Print and action relevant stock reports.
- Monitor deliveries and communicate delays to relevant staff.
- Participate in stock relocation program.
- Ensure up to date filing of all documentation.
- Prepare waybills of parcels with proper packaging for despatch.
- Perform allocated administrative tasks.

### **Minimum Requirements:**

- Matric.
- Minimum 2 years' experience in a similar role.
- Valid driver's licence would be advantageous.
- Computer literacy
- Should you have the necessary skill set, attach a brief CV to: [vacancyapplications@bmgworld.net](mailto:vacancyapplications@bmgworld.net) - REF: Storeman - M5627.

All internal applicants are required to complete an **IVAF** form signed off by line manager prior to submitting application

**Closing date for applications - 30 June 2026.**

**If you have not received notification regarding your application within 2 weeks, please accept that your application was unsuccessful.**