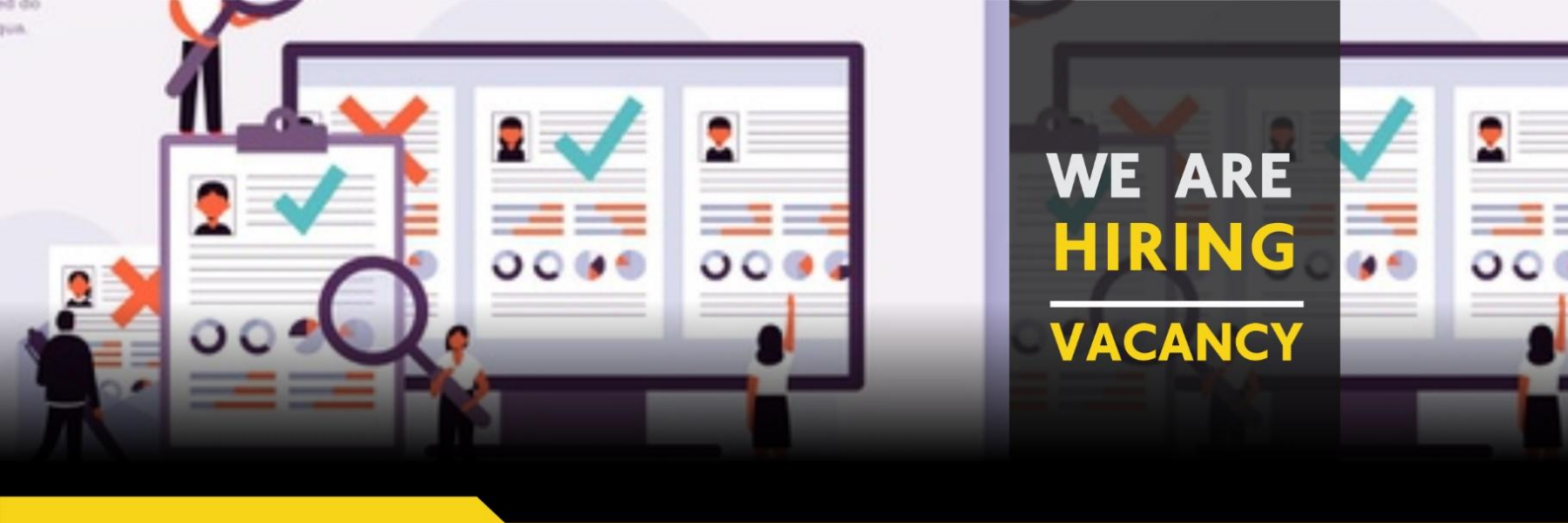




Vacancy: UPG - Johannesburg, South Africa
Storeman - M5658



Closing: 17 July 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.
- 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

Should you have the necessary skill set, attach a brief CV to: vacancyapplications@bmgworld.net - REF: Storeman - M5658.

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

Closing date for applications - 17 July 2026.

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