

**ELGIN**  
**FREE RANGE**  
**CHICKENS**

EST. 1997

**FREE RANGE IS A LIFESTYLE  
NOT A LABEL**



## Vacancy

### **Factory Stores Controller / Clerk**

Elgin Free Range Chickens, Grabouw

The successful candidate will form part of the Factory Stores Team and report directly to the Head of Factory Stores.

#### **Responsibilities:**

Will include but not be limited to, the following:

- **Staff**
  - check and sign off time sheets and manage overtime hours, discipline (first written warning), assist with staff recruitment
  - liaise with Store Managers on daily basis to resolve in-store issues, training of staff
- **Store Audits** – complete in-store audit and inspection report
- **Reports** – daily, weekly, monthly Sales and Finance reports
- **Authorisations Report** – check price overrides and ask shops to give feedback on “red flag” items
- **Orders** – checking and placing orders for all stores, managing out-of-stocks and stock levels in stores, manage order/delivery/receiving variances
- **Stock Take** – attend, audit, plan, book transport for staff, check and consolidate spread sheets after stock take
- **Stock Control** – assess product in stores and ensure FIFO system adhered to, check product quality
- **Spot Checks** – send copies of spot check invoices to the shop managers
- **Specials** – schedule SMS, Facebook post, price changes.
- **Cash-Up Finalisation**– finalise store cash-ups daily, follow up on any errors and check slips in store
- **Price changes** – price increases, specials, new products
- **Petty Cash** – take cash to shops and spot check
- **Budget & Expenses** – compiling a budget VS expenses spread sheet per month.
- **Customer Enquiries** via website/email
- **IT** – liaise and assist/report issues to IT technician (POS, server, internet/wifi, connectivity, credit card machine, other hardware and software issues)

#### **Requirements:**

- Diploma in Business Studies, Administration, Marketing, Economics, or equivalent.
- Minimum 3 years FMCG experience in related field.
- Position typically requires and involves lots of travelling for business purposes.

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- Product, market and retail knowledge.
- Good oral and written communication and presentation skills.
- Team player.
- Attention to detail at all times.
- Self-motivated, self-starter and energetic.
- Well organised and enjoys administration.
- Must be prepared to work on weekends and public holidays
- Good financial and analytical ability.
- Strong work ethic and commitment to integrity.
- Experience in Pastel Evolution will be advantageous.

We offer a competitive salary with benefits. The appointment will be made in accordance with the Company's EE Policy. Interested applicants should forward their CV's to: e-mail address [mdpa@freerangechickens.co.za](mailto:mdpa@freerangechickens.co.za) on or before **6 June 2019**. **Please specify which position you are applying for in the subject line.** Candidates who apply from outside the Western Cape will be responsible for all relocation costs should their application be successful. Only shortlisted candidates will be contacted. Should you have not been contacted within 1 month, please consider your application unsuccessful.