

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

EST. 1997

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



## **Dispatch Warehouse Manager**

### **Elgin Free Range Chickens, Grabouw**

#### **Key Areas of Responsibilities:**

Will include the following but not be limited to assisting in the:

- Managing the stock control function including accurate inventory control of fresh and frozen products.
- Dispatch control encompassing the supervision of loading of all orders and control over product returns and non-conformances raised.
- Managing the weighing, order make-up of tertiary products and ensuring accurate price marking of primal products.
- Applying the necessary rules and regulations relative to the company's requirements.
- Utilizing labour, machines and equipment effectively and efficiently.
- Housekeeping.
- Communicate effectively to staff regarding pricing, packing and order make up and control of products.
- Complete all the relevant documentation.
- Adherence to ISO 22000 standards and procedures.
- Assisting with the day-to-day efficient operation of the Dispatch and Logistics function of the company.
- General administration and clerical duties.

#### **Requirements:**

- A relevant qualification will be advantageous
- A minimum of 3 years' experience in a similar or management position.
- Must be willing to work early/late shifts/Saturday and Sunday mornings on rotational basis.
- Knowledge of stock control and management procedures.
- Good communication skills.
- Admin oriented individual.
- Ability to work independently.
- Disciplined, honest and reliable.

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- Ability to apply discipline to ensure operational procedures are followed
- Excellent time management skills
- Computer literate and proficient in the Microsoft Office Suite.
- Knowledge of ISO 22000

The position is available immediately and an attractive market related salary package will be offered.

Interested applicants should forward their CV's to: e-mail address [mdpa@freerangechickens.co.za](mailto:mdpa@freerangechickens.co.za) on or before 20 March 2020. **Please specify which position you are applying for in the subject line.** Only candidates who meet all the specified requirements will be considered. 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.