



FREE RANGE IS A LIFESTYLE
NOT A LABEL



Vacancy:

Dispatch Senior Supervisor

Elgin Free Range Chickens, Grabouw

Responsibilities:

Will include the following but not be limited to:

- Supervising of production activities in price marking and holding room.
- Supervising the loading of all orders onto the truck.
- Daily Scheduling of trucks.
- Ensuring the correct weighing and order make-up of tertiary products.
- 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.
- Weighing of the tertiary products onto the scale.
- Order make-up, overproduction and stock management using the FIFO system.
- Stock taking of product on daily and monthly basis.
- Housekeeping.
- Communicate effectively to staff regarding pricing, packing and order make up of products.
- Accurate control of fresh and frozen 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:

- Minimum Grade 12.
- Must be willing to work early/late shifts/Saturday and Sunday mornings on rotational basis.
- Knowledge of stock control procedures – FIFO (First In First Out).
- Computer literacy would be beneficial but not essential.
- Good communication skills.
- Admin oriented individual.
- Ability to work independently.
- Disciplined, honest and reliable.
- Ability to count accurately.
- Ability to apply discipline to ensure operational procedures are followed
- Excellent time management skills
- Computer literate and proficient in the Microsoft Office Suite

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 santhia@efrc.co.za clearly stating which position they are applying for, on or before 26th of January 2024. Only shortlisted candidates will be contacted. Should you have not been contacted within 1 month, please consider your application unsuccessful.

All personal information of applicants will only be processed as allowed for by the Protection of Personal Information Act 4 of 2013 (POPI Act) and other relevant legislation, including labour legislation. Information collected may be shared with Operators and/or Third Parties who will be tasked to assist with specific recruitment functions as required and allowed by applicable company policy and in line with the POPI Act.