



<b>POSITION AVAILABLE</b>	STOREROOM MANAGER	<b>DEPARTMENT</b>	OPERATIONS
		<b>LOCATION</b>	JOHANNESBURG BRANCH
<b>REPORTING TO</b>	MARKETING ACTIVATION MANAGER	<b>Year</b>	2024
<b>EDUCATIONAL QUALIFICATIONS &amp; EXPERIENCE</b>	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Minimum of a Matric Certificate (High School Completion).</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Previous experience in inventory and storeroom management is highly beneficial.</li> <li>• Proven ability to manage and organize stock efficiently, ensuring timely replenishment and optimal resource use.</li> <li>• Experience in addressing and resolving discrepancies.</li> <li>• Experience in a fast-paced environment, demonstrating strong problem-solving skills and adaptability to shifting priorities.</li> <li>• Knowledge of branding</li> </ul> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>• Valid driver's license is required, as the role involves occasional delivery and collection of stock and performing messenger duties.</li> <li>• Ability to load and offload vehicles for activations.</li> <li>• Willingness to work 6 days a week.</li> </ul>		
<b>PRIMARY PURPOSE</b>	<p><b>About Us:</b></p> <p>At Indayi Communications, we are dedicated to delivering outstanding communication solutions and creating impactful media campaigns. As we continue to grow, we are looking for a proactive and organized Storeroom Manager to join our dynamic team. Additionally, you will handle delivery and collection of items, and be involved in loading and offloading vehicles for activations.</p> <p><b>Role Overview:</b></p> <p>As the Storeroom Manager, you will oversee the efficient management of our storeroom operations, ensuring that all inventory is accurately tracked and maintained. You will play a crucial role in supporting our campaigns by managing supplies and equipment with precision.</p>		



<p><b>KEY RESPONSIBILITIES</b></p>	<ul style="list-style-type: none"> <li>• <b>Inventory Management:</b> Oversee all aspects of inventory control, including receiving, storing, and distributing supplies and equipment.</li> <li>• <b>Record Keeping:</b> Maintain accurate records of stock levels, order history, and usage to ensure timely replenishment and efficient storage.</li> <li>• <b>Order Fulfillment:</b> Process and fulfill orders from various departments, ensuring timely and accurate delivery.</li> <li>• <b>Activations Coordinator Coordination:</b> Liaise with Activations Coordinators to manage orders, resolve discrepancies, and negotiate terms when necessary.</li> <li>• <b>Storage Optimization:</b> Organize the storeroom to maximize space and ensure easy access to frequently used items.</li> <li>• <b>Quality Control:</b> Monitor the condition and cleanliness of inventory and equipment, ensuring that items are well-maintained, clean and promptly addressing any issues.</li> <li>• <b>Compliance:</b> Ensure compliance with company policies and safety regulations related to storeroom management.</li> <li>• <b>Delivery and Collection:</b> Handle the delivery and collection of stock as required, including performing messenger duties.</li> <li>• <b>Loading and Offloading:</b> Assist in loading and offloading vehicles for activations.</li> </ul>
<p><b>SKILLS &amp; KNOWLEDGE</b></p>	<ul style="list-style-type: none"> <li>• Proven experience in inventory management or storeroom operations is advantageous.</li> <li>• Knowledge of branding and corporate gifting.</li> <li>• Strong organizational skills with attention to detail.</li> <li>• Excellent communication and interpersonal skills.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Proficient in inventory management and Microsoft Office.</li> <li>• Problem-solving skills and a proactive approach to tasks</li> </ul>

**How to Apply:**

Interested candidates should submit their curriculum vitae and qualifications to [talent@indayi.com](mailto:talent@indayi.com) with the subject line “Storeroom Manager Application – [Your Name]” by **30 September 2024**.

Indayi Communications is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

**JHB OFFICE:** 372 Oak Avenue, Oak Avenue Office Park, Ferndale, Randburg, 2194,  
T. 011 268 6070 / 011 268 5956,

**KZN Office:** 32 Kubu Avenue, Time Business Park, Unit 23, Newlands East, Durban, 4037  
T. 031 201 0010

E. [hello@indayi.com](mailto:hello@indayi.com), [www.indayi.com](http://www.indayi.com)