



## Receiving and Dispatch Clerk

### Roles and Responsibilities

- Receives product deliveries.
- Records and checks quantity and quality of goods received.
- Inspect, accept, or reject inbound shipments and prepare Goods Received Note.
- Communicates and coordinates with Procurement team in case of discrepancies, prepare SMR within 7 days.
- Properly input received material into computer system and forward proper documentation to accounts payable.
- Carryout dispatch process and maintain the adequate stock of packing material.
- Supervise dispatch process and maintain the adequate stock of packing material.
- Maintain 5S in Dispatch and Receiving area.
- Establishes and maintains effective working relationships with other employees, supervisors and managers.
- Maintains safe work environment and wears personal protective equipment as necessary for the job.
- Performs other duties as assigned to meet business needs.

### Educational Qualifications

Diploma in Supply Chain Management/Bachelor degree

### Experience Requirements

At least 3 years relevant work experience

Supply Chain management

Ability to work under pressure

Goal driven

Commercial Acumen

Analysis, development and implementation of new systems and procedures

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