



## NOTICE OF VACANT POSITION

### DEPOT CLERK X 26

**Northern Region:** Aspendale, Chegutu, Concession, Lionsden, Banket

**Southern Region:** Beitbridge, Gwanda, Charandura, Esigodini, Filabusi, Gokwe, Hwange, Lusulu, Manoti, Maphisa, Mataga

**Eastern Region:** Chimanimani, Chinyudze, Dewedzo, Kotwa, Mutawatawa, Mutoko, Mutare Grain, Middle Sabi, Masvingo, Rutenga

Applicants are invited from suitably qualified and experienced personnel to fill the above-mentioned positions. The incumbents will report to the respective Depot Assistant/Supply Chain Manager.

### Qualifications and Experience

- 5 'O' Levels including English Language and Mathematics.
- Higher National Diploma in Accounting/Business Studies or equivalent.
- SAP knowledge will be an added advantage.
- At least one-year experience in a clerical position.

### Core Competences

- Excellent customer care skills
- Good public relations
- Knowledge of stock reconciliation
- High degree of accuracy, honesty and reliability
- Good with figures

### Summary of Duties

- Compiles and updates sales control sheets for bulk orders for debtors/customers.
- Compiles daily and weekly cash sales report for submission to the Depot Assistant/Supply Chain Manager.
- Prepares commodity sales figures, daily, weekly and monthly.
- Captures cash credit sales in the SAP system.
- Prepares 24G daily
- Compiles and updates stock returns
- Participates in the physical counting of stocks
- Carries out daily reconciliation with the Depot Assistant/Supply Chain Manager.
- Raises credit and cash dispatch vouchers.
- Raises grain receipts and tally cards.
- Orders depot requirements as and when necessary
- Captures documents into SAP real time.
- Performs any other work related duties as assigned by the superior.

Applications accompanied with detailed Curriculum Vitae and Certified Copies of qualifications should be emailed to:

Northern Region vacancies: [nyamadzawof@gmbdura.co.zw](mailto:nyamadzawof@gmbdura.co.zw)

Eastern Region vacancies: [mutembop@gmbdura.co.zw](mailto:mutembop@gmbdura.co.zw)

Southern Region vacancies: [nyamandee@gmbdura.co.zw](mailto:nyamandee@gmbdura.co.zw)

Applications to be received not later than 12 June 2024 and only shortlisted candidates will be contacted.