

Where the World meets Africa



ICC Durban (PTY) Ltd is the managing company for the Inkosi Albert Luthuli ICC Complex, which includes the International Convention Centre Durban (ICC), the ICC Exhibition Centre and the ICC Arena. The Durban ICC is one of the most advanced conferencing facilities in the world, having been voted Africa's Leading Conference Centre at the World Travel Awards for 13 years.



AFRICA'S LEADING MEETINGS AND CONFERENCE CENTRE - AS VOTED BY THE WORLD TRAVEL AWARDS

POSITION: STOREMAN (Internal/External)

The Durban ICC is calling for suitable candidates to apply for the position of Storeman. The incumbent will be required to provide a professional, direct, hands-on approach, to maintain and monitor all food, beverages and perishables and the storing thereof. The incumbent will report directly to the Cost and Asset Controller or appointed representative.

QUALIFICATIONS, EXPERIENCE & COMPETENCIES

Minimum Qualifications

- Matric with Accounting.
- Diploma in Stores Management or equivalent.

Experience and knowledge required

- Knowledge of HACCP and ISO systems.
- 2 years' experience as a storeman.
- Experience within the hospitality related industry will be an advantage.
- Strong written, oral and communication skills in English language.
- Basic Computer Literacy – Microsoft Excel and Word.

Attributes

- Strong supervision skills.
- Proactive.
- Disciplined.
- Prepared to work shifts.

KEY PERFORMANCE / MAIN ACTIVITIES OF THIS ROLE

- Co-ordinates and controls the receiving, storage and issuing functions by checking/ verifying all purchases/ items against purchase orders and supplier delivery notes.
- Allocating, assembling/issuing items against requisition orders and reinstating returns to stock.
- Updating stock records and undertaking stock counts, attending to deviations in physical stock against transactional records and inventory schedules in order to ensure specific procedures are compiled with and accurate and safe stock levels are maintained supporting uninterrupted functionality.

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AFRICA'S LEADING CONVENTION CENTRE

International Convention Centre Durban (Pty) Ltd.
Directors: DM Madlola (Chairperson), SST Ngcobo, A Sewnarain, S Msomi, Z Msimang
ICC DURBAN (PROPRIETARY) LIMITED Reg. No. 1992/05887/07



- Applicants must be able to ensure consistent performance and service delivery; have a positive attitude and be dependable; hard-working individuals who are in good health; able to follow instructions and to communicate in English.
- The applicant must be able to work under pressure, and willing to work flexible hours due to business dynamics.

APPLICATIONS

The Durban ICC is committed to Employment Equity and particularly welcomes applications from suitably qualified Historically Disadvantaged Individuals (HDI). Preference will be given to suitable candidates who will assist the ICC in addressing its current transformational needs. People who are differently abled are encouraged to apply.

Applications must reach the Human Resources Department, Durban ICC, PO Box 155, Durban 4000 or 45 Bram Fischer Rd, Durban 4001 or via e-mail: recruitment@icc.co.za

Closing date for the CV submissions is **12h00, Monday 15 June 2015**

Applicants who do not meet the minimum requirements will automatically be disqualified from consideration.

Applicants who have not been contacted 30 days after the closing date should consider themselves unsuccessful.

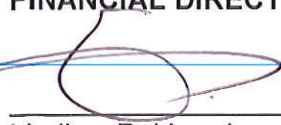
Applicants with criminal records will be required to declare such records with the full understanding that certain criminal activities may be considered to be incompatible with employment by the Durban ICC.



Fred Hattingh
SENIOR HUMAN RESOURCES MANAGER



Melanie Rambally
FINANCIAL DIRECTOR



Lindiwe Rakharebe
CHIEF EXECUTIVE OFFICER

Date: 29/5/2015