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Vacancy: Warehouse clerk

The Warehouse clerk is responsible for the efficient receipt, storage, handling, picking, dispatch, and occasional delivery of electronic and electrical components. The role ensures accurate stock control, safe handling of sensitive equipment, and timely order fulfilment and deliveries in accordance with company standards.

Key Responsibilities

Receiving & Inspection

- Receive, check, and sign off incoming stock against delivery documentation
- Inspect goods for damage, discrepancies, or quality issues
- Ensure correct labelling, barcoding, and identification of items
- Stock Control & Inventory
- Store goods correctly according to product type, safety, and manufacturer requirements
- Maintain accurate stock records using inventory or ERP systems
- Conduct cycle counts and assists with full stock takes
- Report stock variances, damaged, slow-moving, or obsolete items
- Picking, Packing & Dispatch
- Accurately pick orders according to picking slips or system instructions
- Pack electronic and electrical items securely to prevent transit damage
- Prepare dispatch notes and supporting documentation
- Assist with loading and unloading delivery vehicles

Delivery & Occasional Driving

- Perform occasional deliveries and collections to customers or suppliers
- Ensure safe handling and secure transportation of electronic and electrical goods
- Conduct basic vehicle checks (fuel, tyres, lights, cleanliness)
- Ensure delivery documentation is signed and returned
- Adhere to road safety regulations and company driving policies

Health, Safety & Housekeeping

- Comply with occupational health and safety standards and warehouse policies
- Use PPE and material-handling equipment correctly
- Maintain a clean, orderly, and hazard-free warehouse environment

Requirements & Qualifications

- Grade 10 minimum (Grade 12 advantageous)
- Valid driver's licence (Code B or higher) with a clean driving record
- Basic computer literacy (stock systems, scanners)
- Attention to detail and accuracy
- Good organizational and time-management skills
- Ability to work independently and as part of a team
- Physically fit and capable of manual handling duties
- Responsible, reliable, and trustworthy
- Experience in a warehouse or stores environment advantageous
- Experience in electronic or electrical distribution advantageous

Applicants are requested to forward their CV / résumé to: info@trxe.com reference Warehouse clerk

Closing date 15/05/2026