

Parts Picker and Packer - Trucks

Location: East Rand
Reference: #DT000346/RA
Company: [SydSen Recruit](#)

Our client in the commercial/trucking business is urgently looking for a parts picker and packer to join their team in the **East Rand, Gauteng**

Job description

- Receiving, binning, picking, packing, quality checking and dispatching of parts.
- Ensure all the above tasks are performed accurately and diligently at all time.
- Support workshop to ensure the constant supply of parts to workshop is properly administrated and executed.
- Ensure all parts picked are double checked before packing for dispatch.
- Ensure all picking slips are actioned as quick as possible to avoid client's delays.
- Ensure no parts lying on the floor unattended or without documentation.
- Ensure all receipted parts are allocated on location as soon as possible.
- Ensure all new parts without locations are allocated to locations and updated on the system as soon as possible.
- Ensure all picked parts more than five days old are binned back to locations.
- Present excellent task performance.
- Personally manage work efficiency.
- Ensure all tasks performed comply with minimum standards required by the company.
- Participate in all relevant training programmes.
- Build strong relationship with fellow colleagues and peers.
- Report parts damages, misbehaving conduct and unsafe practice and situations.
- Be customer orientated (customer first mentality).
- Use company vehicle to deliver and collection of parts or stock as per request.
- Ensure that all health and safety rules are adhered to at all times.
- Proper adherence to company rules especially regarding the use of tools, special tools and company assets.
- Keep your work area clean and surrounding area clean and tidy at all times.

Minimum requirements

- Matric certificate
- **Must** have three months - two years' experience within or in a similar role.
- Great communication skills.
- Preferably reside within the East Rand area.
- Must be able to work under pressure.
- Should have an understanding and knowledge of Warehouse operations.

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