

Operator RBMR

ROLE PROFILE

GENERAL CHARACTERISTICS			
Group function/ BU	Anglo American Platinum	Date	July 2015
Department/ Operation	Technical	Job band	B3 - 09009100
Location	Operations		
Discipline/ Sub-discipline	Technical - Supply Chain		

CONTEXT	
<p>PURPOSE OF THE ROLE</p> <p>The Operator: Stores is responsible for accurate material supplies to end users, assisting the Supply Assistant in resolving any queries pertaining to the warehousing functions and general duties within the department such as Good Housekeeping and binning of goods.</p>	
WORK OF ROLE (INCLUDING AUTHORITIES AND OUTPUTS)	
Work of Role	Output
<p>Ensure the effective and accurate Material supplies/handling</p>	<ul style="list-style-type: none"> • Accurate binning, picking, labeling, packing, and distribution of goods/materials. • Verify goods to be binned/transferred/picked and ensure that information at the bins and on RF equipment correspond. • Determine whether goods are in an acceptable condition before transfer. • Effective operation of RF equipment. • Will be responsible for any other reasonable tasks/instructions that may be delegated from time to time, not recorded in this job description.
<p>Ensure operational efficiency at the Distribution Centre</p>	<ul style="list-style-type: none"> • Adhere to picking operating procedures, to achieve efficiency in Distribution centre / HOP operations. • Report any deviations regarding pre-packing/stacking methods applied. • Report broken/unusable expired shelf life items. • Identify wrongly binned items and rectify.
<p>Ensure SA System stock integrity</p>	<ul style="list-style-type: none"> • Verify of bin accuracy when required. • Undertakes work processes with integrity. Rejects any opportunity to lose valuable materials, or otherwise defraud the company. • Report on any incidents of shrinkage or fraud that are observed

<p>Adherence to health, safety, environmental and security issues</p>	<ul style="list-style-type: none"> • Operate all Distribution Centre equipment and vehicles safely and responsibly. • Maintain Distribution Centre assets correctly, and ensures they are in fit condition for use. • Minimize stock losses through poor materials handling and report damaged materials. • Undertake and maintain high good housekeeping practices at the Distribution Centre. • Comply with applicable Health, safety, environment and security regulations. • Participate positively in team training sessions and meetings. • Report on any incidents/accidents to Supervisor Materials/Safety officer
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ROLE RELATIONSHIPS

<p>Managerially accountable to</p>	<p>SC Supervisor</p>
<p>Direct reports</p>	<p>None</p>
<p>Key internal role relationships</p>	<p>Safety Officer</p> <ul style="list-style-type: none"> • Practices and procedures • Employee training • Auditing
<p>External relationships</p>	<ul style="list-style-type: none"> • None

QUALIFICATIONS, EXPERIENCE, KNOWLEDGE AND SKILLS

<p>QUALIFICATIONS</p>	<ul style="list-style-type: none"> • Grade 10
<p>EXPERIENCE</p>	<ul style="list-style-type: none"> • One year materials handling experience
<p>KNOWLEDGE AND SKILLS</p>	<ul style="list-style-type: none"> • Ability to communicate in English

BEHAVIOURS

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ORGANISATION CHART

