

# We're Hiring!

## INTERNAL & COMMUNITY ADVERTISEMENT

### 3 x FULFILMENT COORDINATORS AT DORSTFONTEIN WEST

*Market Related Salary*

## JOB DESCRIPTION

**The Fulfilment Coordinator** reporting directly to the Fulfilment Supervisor, is responsible for supporting and coordinating various processes within the fulfilment department. This role involves working collaboratively across quality assurance and logistics, and communicating with stakeholders to ensure the smooth execution of operational tasks so that clients get the correct product at the right quality within a reasonable timeframe.

## Qualification Criteria

Local community candidates preferred  
Grade 12/National Senior Certificate  
Driver's license essential  
Previous experience within a mining environment  
Background as a safety, health and environmental (SHE) representative advantageous

## Required Skills

Adaptability.  
Computer literate & ability to work with Microsoft Office.  
Detail-oriented with a focus on accuracy and quality in work.  
Effective communication skills for interaction with internal and external stakeholders.  
Problem-solving ability.  
Strong organizational and multitasking skills to handle various tasks simultaneously.

## Key Responsibilities

**The Fulfilment Coordinator's roles and responsibilities include, but are not limited to:**

Assist in the implementation of strategies to optimize fulfilment processes under the guidance of the Fulfilment Supervisor and Operations Manager.

Coordinate quality assurance activities (sampling and testing of products), ensuring adherence to industry standards and compliance requirements.

Support logistics operations, including tracking shipments, managing inventory levels, and facilitating timely deliveries.

Act as a liaison between suppliers, clients, and internal teams to address queries and provide status updates on orders.

Assist in data analysis and reporting to identify trends, areas for improvement, and opportunities for efficiency gains.

Collaborate with cross-functional teams to facilitate effective communication and information flow within the fulfilment department.

Participate in the development and maintenance of standard operating procedures for various fulfilment processes.

Provide administrative support as required by Sedibelo Marketing & Trading, including preparing reports and maintaining documentation.

All applications will be considered with reference to the company's Employment Equity Plan.

A detailed CV, with the applicant's contact number, must be mailed to:



[katlego.recruitment@overlooked.co.za](mailto:katlego.recruitment@overlooked.co.za)

Should your application be successful, we will be in contact with you. Should you not hear from us within two weeks of application, please consider your application as unsuccessful.

Closing date for applications: 23 July 2024  
Reference: Fulfilment Coordinator