

HEAD CLERK



RETAIL KOSTER

Purpose of the position:

The candidate will oversee the completion of clerical and administrative tasks at the retail outlet.

The responsibility of the position will include the following:

- Inventory control, which includes orders, receipts, shipments, transfers, price marking and inventory counting;
- Customer service, which may include compiling quotes, special orders, handling product enquiries, etc.
- Administrative tasks that are normally required to operate a successful retail business

Minimum requirements:

- The suitable candidate must be in possession of a Grade 12 certificate
- The candidate must have at least three to four (3 - 4) years' relevant experience in the industry.
- The candidate must be fully bilingual in Afrikaans and English.

Skills:

- Effective communication skills.
- Customer-oriented
- Excellent administrative and organisational skills
- Be reliable and responsible

Application can **only** be made through NWK's website. For more information, please visit (<https://www.nwk.co.za/careers/>). For any enquiries, contact Simóne Ferreira at (018) 633 1363/1043 or recruitment@nwk.co.za. Visit our Facebook page at www.facebook.com/NWKLimited.

The closing date for applications is **28 April 2025**. If you are not invited for an interview within two weeks after the closing date, consider the application unsuccessful. NWK supports the purpose of the Employment Equity Act and gives preference to applicants from the nominated groups. Candidates with disabilities are encouraged to apply. NWK reserves the right not to fill the position.



HOOFKLERK



RETAIL KOSTER

Doel van die pos:

Die kandidaat sal toesig hou oor die voltooiing van klerklike en administratiewe take by die handelswinkel.

Die verantwoordelikhede van die pos sal die volgende behels:

- Voorraadbeheer, wat insluit bestellings, ontvangstes, versendings, oorplasings, aanbring van pryse en tel van voorraad;
- Klantediens, wat kan insluit die opstel van kwotasies, spesiale bestellings, hantering van produknavae, ens.;
- Administratiewe take wat normaalweg vereis word in die suksesvolle bedryf van 'n kleinhandelbesigheid.

Minimum vereistes:

- Die geskikte kandidaat moet in besit wees van 'n gr. 12-sertifikaat
- Die kandidaat moet minstens drie tot vier (3 - 4) jaar toepaslike ondervinding in die bedryf hê
- Die kandidaat moet ten volle tweetalig wees in Afrikaans en Engels

Vaardighede:

- Doeltreffende kommunikasie vaardighede
- Klant-georiënteerd
- Uitstekende administratiewe en organisatoriese vaardighede
- Moet betroubaar en verantwoordelik wees

Aansoek kan **alleenlik** gedoen word deur NWK se webwerf. Vir meer inligting besoek asseblief [\(https://www.nwk.co.za/careers/\)](https://www.nwk.co.za/careers/). Vir enige navrae, kontak Simóne Ferreira by (018) 633 1363/1043 of recruitment@nwk.co.za. Besoek ons Facebook-blad by www.facebook.com/NWKLimited.

Die sluitingsdatum vir aansoeke is **28 April 2025**. Indien u nie binne twee weke na die sluitingsdatum vir 'n onderhoud genooi word nie, ag die aansoek onsuksesvol. NWK ondersteun die oogmerk van die Wet op Gelyke Indiensneming en gee voorkeur aan aansoekers uit die benoemde groepe. Kandidate met gestremdhede word aangemoedig om aansoek te doen. NWK behou die reg voor om die pos nie te vul nie.

