

ALARIS ANTENNAS (PTY) LTD

All members of the company are to abide by the company's policies and procedures.

ANNEXURE A:

JOB PROFILE

| 1. POSITION | |
|---|---|
| Name & Surname: | |
| Position title: | Finished Goods and Shipping Administrator |
| Department: | Operations |
| Reporting to: | Supply Chain Manager |
| 2. REQUIREMENTS | |
| Minimum education (essential): | Grade 12 with a Diploma in Logistics/warehousing/shipping |
| Minimum education (suggested): | SAPICS: CLTD Certification |
| Minimum applicable work experience (years): | 5+ years |
| Required nature of applicable experience: | Operations, Shipping, Stock Control & Arms Control |
| Computer literacy (essential): | MS Office - Is knowledgeable and has a thorough grasp of MS Suite - Excel specifically |
| Computer literacy (suggested): | Microsoft Dynamics NAV |
| Language proficiency: | English |
| Driver's License: | Valid Code EB (08) Driver's License |
| Other requirements: | <p>Technical & Operational - Has knowledge & expertise in relation to the role. This includes material planning, procurement, inventory management, Logistics & Shipping and product knowledge.</p> <p>Workflow & Process - Has knowledge and understanding of suppliers, sales, warehouse, finance, and inventory control workflows & processes. This includes general workflow, process, and systems knowledge.</p> <p>Business Awareness - Has a knowledge of market trends. Is profit conscious and appreciates the commercial impact of own performance on profits.</p> <p>Problem Solving & Analysis - Analyses issues and breaks them down into their component parts. Identifies potential difficulties and their causes. Generates workable solutions and makes rational judgements.</p> <p>Communication - Can deliver high standards of written & oral communications and has high standards of telephone technique.</p> <p>Good understanding of the BBBEE legislation and impact on procurement spend and vendor/supplier management and have demonstrable experience.</p> |

| 3. KEY PERFORMANCE AREAS, WEIGHTS AND TASKS | | |
|--|------------|--|
| Shipping Administration | 40% | <p>Responsible for the preparation of quotes for freight, which will involve examining products or materials to estimate quantities or weight of container required for storage and transport.</p> <p>Timeous and accurate administration of all related documentation.</p> <p>Setting up shipping documentation according to Supplier/Client and Alaris' requirements.</p> <p>Requesting Certificates from QA – Config</p> <p>Reviewing invoices to ensure that orders are complete, and the charges are correct.</p> <p>Requesting import/export permits from Config.</p> <p>Liaising with Production and QA on the progress of PRO's</p> <p>Following up with Finance and Sales with regards to Prepayments</p> <p>Packaging and labelling of parcels according to planning schedules</p> <p>Providing routing information and issuing shipping instructions to ensure deliveries arrive OTIF to their correct location</p> <p>Liaising with Drivers, Couriers and Freight forwarders and tracking of goods in-route to their destination ensuring any potential issues are pro-actively resolved to avoid delays</p> <p>Send out shipment confirmation emails to clients.</p> <p>Effectual Supplier Relationship Management.</p> |
| Stores and Stock Control | 15% | <ul style="list-style-type: none"> ➤ Ensure that there is sufficient bulk packaging (Boxes, Edge guards, strapping and clips, Labels etc.) ➤ Ensuring that we have sufficient EUR1s, JCC Certificates of Origin ➤ Receive goods from Stores and Production ➤ Participate in monthly cycle counts and locations audits ➤ Investigate stock damages or variances |
| Local collections and deliveries | 30% | <ul style="list-style-type: none"> ➤ Co-ordinate local driver(s) daily route. ➤ Implementation of transportation laws and ensure drivers maintain a safe driving record. ➤ Operating equipment and machines, such as cars, bakkies, forklifts, etc. |
| General | 15% | <ul style="list-style-type: none"> ➤ Implement strategies to increase efficiency, improve customer service, reduce / maintain costs and ensure continuous process improvement ➤ Ensure adherence to environmental management systems as well as compliance to legal regulations. ➤ Ensure security of FG environment and maintain access control, ensuring 5S housekeeping standards are always maintained. ➤ Oversee any planned maintenance of vehicles and FG machinery and equipment. ➤ Performing any other duties that may be deemed necessary to ensure the effective running of the Department and Company. |

Please note that your responsibilities may change according to company circumstances but that any such changes will be discussed with you prior to implementation. The employee understands that the scope of their duties may vary according to the exigencies of the company's business and the employee will be required to adapt and comply with reasonable changes thereof.

Employee Signature

Date

Managers Signature

Date