ERONGO red
power to the people

EXTERNAL VACANCY
ASSISTANT STORES CLERK

Business Unit: Finance and Administration
Paterson Grade: B2
Duty Station: Omaruru

Erongo Regional Electricity Distributor Company (Pty) Ltd, commonly known as Erongo RED is mandated to distribute and supply electricity in the Erongo Region. We are proud to announce that Erongo RED is an equal opportunity employer. Qualified applicants from the designated groups defined in the Affirmative Action (Employment) Act, Act No. 29 of 1998 are encouraged to apply. Preference will be given to women and persons with disability.

THE PURPOSE OF THE JOB:

- The role of the Assistant Stores Clerk is to perform general warehouse duties, be aware of and follow stores / warehouse safety and housekeeping procedures.

QUALIFICATIONS REQUIRED:

- Grade 12, with 20 points in five (5) subjects including at least an E-Symbol in English.

KEY PERFORMANCE AREAS:

- Engage with and ensure satisfaction internal & external stakeholder
- Adhere to and maintain good standards of Stores Housekeeping
- Review, update and maintain Stock levels within the Stores
- Prepare redundant stock items for auction
- Carry out Ad-Hoc Duties & adhere to the Erongo RED Policies and procedures
- Comply with SHEW policies and procedures
- Self-development and growth
- People and Performance Management

EXPERIENCE:

- One (1) year experience in a technical store environment.

LICENSE REQUIRED:

- Code B Driver's License
- Forklift license (advantageous)

Applicants who comply with the above-mentioned requirements may submit their updated CV's plus certified copies of educational qualifications, academic records and identification documents to: **Mr. Daniel Kuzatjike, Human Capital & Corporate Services Division, P.O. Box 2925, Walvis Bay, Contact Details: 064-201 9026 or hand deliver at Erongo RED Head Office, 91 Hage Geingob Street, Walvis Bay.** Please note that no documents will be returned, and no faxed or e-mailed applications will be accepted. Only shortlisted candidates will be contacted for interviews.

Closing Date: Monday, 30 November 2026

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